

# Community Bus Charter Information and Booking Form

Updated November 2022



*"A Community Service, For Community Groups"*

The following 3 steps must be followed when booking a Community Bus Charter.

1. Contact Council's Community Services Officer on 8405 6086 prior to making any arrangements, to ensure that a bus is available.
2. Contact and secure a Volunteer Driver from the list provided and inform them of your charter requirements.
3. **"Confirmation of Booking"** form and **"Conditions of Use"** form must be completed, signed and returned at least **14 days** prior to the charter date to secure the booking.

**To secure your booking(s), Council require the signed "Confirmation of Booking" and "Conditions of Use" forms to be returned to Community Services Officer at least 14 days before the outing. Failing to do so will result in your booking being cancelled with no further notice.**

The City of Port Adelaide Enfield (City of PAE) only permit our Volunteer Drivers to drive Council buses. To avoid disappointment, it is essential to plan your bookings well in advance. All our drivers are volunteers and not paid professional drivers.

Please keep in mind that volunteers may not always be available when you require a driver. If no driver is available council will not be able to proceed further with the charter booking.

**If you require any additional information or wish to make a booking, please contact Council's Community Services Officer on telephone 8405 6086.**

# Booking Information

## Eligibility

This service is available for local community groups that have limited access to affordable transport services based solely within the City of Port Adelaide Enfield. All hirers must agree to the **"Conditions of Hire"**.

## Drivers

Council requires that charter bookings use the services of Council Volunteer Drivers. There is no cost for the driver as they are Council volunteers or additional payment required. We do ask though, that the charter group involve the driver in the day's activities (including entry costs if applicable) or provision of a meal if the driver is required over a meal-time. (e.g. over lunch or dinner).

Please do not offer the driver any monetary reward for their services as this is not appropriate.

## Volunteer Drivers Available for Charter Bookings

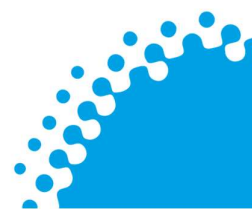
All arrangements for bus charters are to be made directly with the Volunteer Drivers from the list below. Note that drivers may not be available for your charter request.

Driver's Name	Driver's Availability	Driver's Contact
Mr Terry BROKATE	Not Wednesdays	0439 881 331
Mr John HOLLAND	Mon, Tues, Thurs, Fri	0411 091 185
Mr Phil WINTER	Any Day	0488 525 542

## Availability of Community Buses

Number of Buses Available during the day	Days Buses Available for Charter
2	Monday
1	Tuesday & Wednesday
2 – PM Only	Thursday & Friday
2	Saturday & Sunday

In unforeseen circumstances where a driver or vehicle is no longer available and no replacement is possible, the Charter will be cancelled and booking fees refunded.



# Booking Information Cont.

## Cost

The following costs which are GST inclusive apply to all organisations as of 1 September 2022.

Each Community Bus Charter incurs a booking fee of \$75.00 per vehicle per booking. There is an additional hire charge of \$20 per hour for each booking. The hourly charge commences from when the volunteer leaves the depot and finishes on completion of the charter back at the depot. This will include any down time between drop off and return. An invoice will be sent following completion of charter.

**A \$75.00 charge will be incurred if a booking is cancelled less than 48 hours prior to the charter.**

## Booking Restrictions

To ensure fair distribution of community transport services to all eligible groups, any one group shall not be permitted to book a bus on a weekly basis during the day. Each group may only hire the bus once per month.

Charter bookings are to be a maximum of 8 hours in total including a minimum 30min rest period. If your charter will exceed 8 hours, please discuss when making your booking.

## Booking Procedures

To book a Community Bus it is essential that you contact Council's Community Services Officer on 8405 6086 prior to making any arrangements and ensure the 3 steps are followed on the 1<sup>st</sup> page of this form. Many community groups use the Community Buses so advance planning is **essential**.

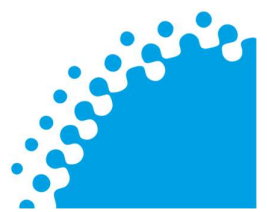
Once the booking has been made, the attached **"Confirmation of Booking"** and **"Conditions of Hire"** forms must be completed, signed and returned as soon as you have booked your driver and provided them with your charter requirements.

## Emergency Situations

A mobile phone and a first aid kit are located on all the Community Buses and are to be used in the event of an emergency. Emergency Services will be contacted should the driver deem necessary.

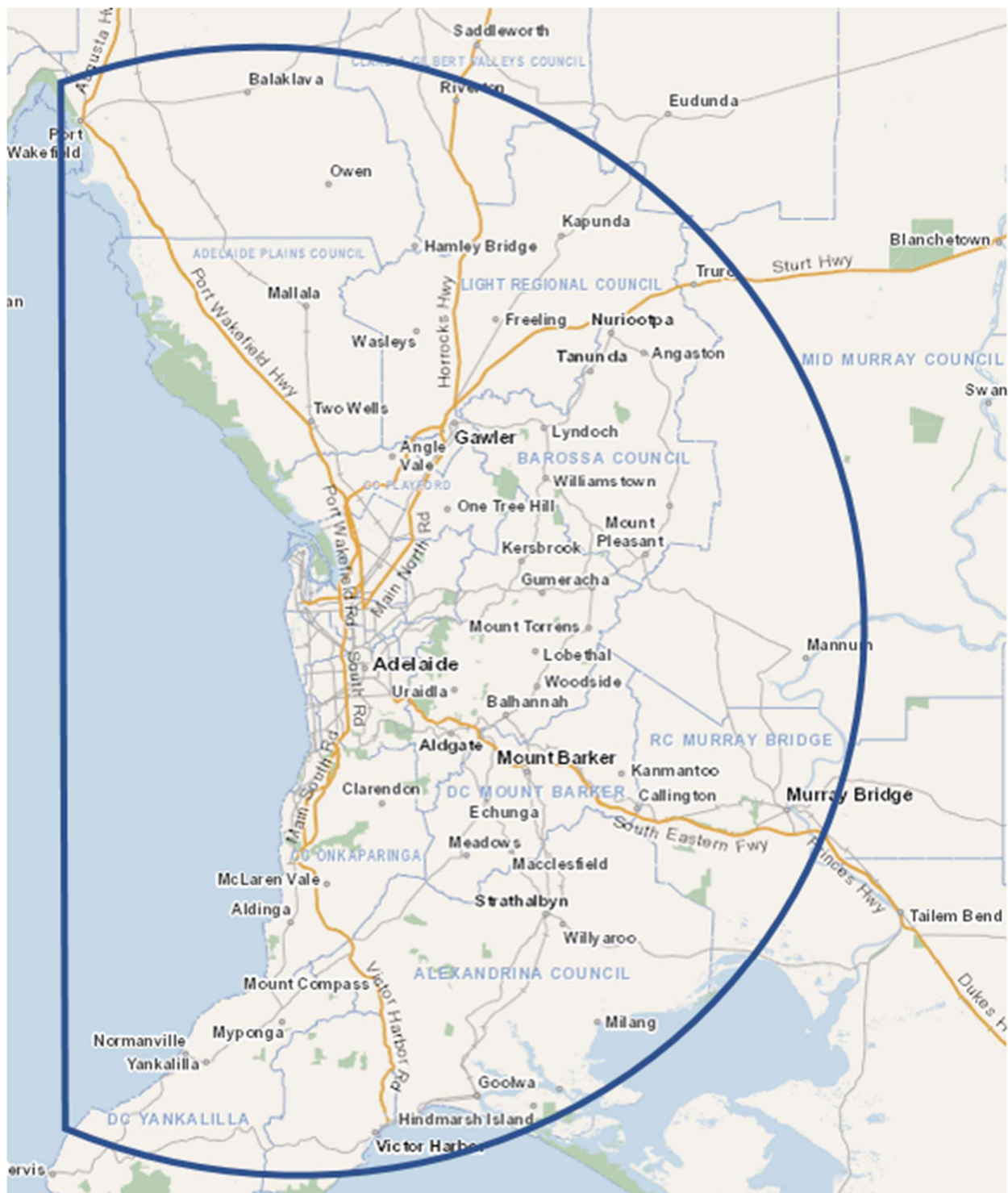
## Travel Destination Restrictions

Charter destination must be within the designated Travel Destination Restrictions outlined in attached map. (Refer to attached map for destination restrictions).



# Travel Destination Restrictions

Travel outside of the highlighted area is not permitted.



# Confirmation of Booking Form

To secure the booking this form **MUST** be completed, signed and returned to Council at least 14 days prior to the charter date. Failing to do so will result in your booking being cancelled with no further notice.

## Details of Hirer

Name: \_\_\_\_\_ ABN No: \_\_\_\_\_  
(Must be a person) (If applicable)

Address: \_\_\_\_\_

Postal Address:  
(for invoice) \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number/s  
\_\_\_\_\_  
(Business hours) (After hours) (Mobile)

Name of registered Group: \_\_\_\_\_

Who has access to your group?  
\_\_\_\_\_  
(type of members/clients i.e. children, seniors etc.)

Is your group not for profit? Yes ☐ No ☐

What is the primary aim of your group? \_\_\_\_\_

Who is eligible to join your group? \_\_\_\_\_

Please give brief details of how the Group will benefit from the Charter:  
\_\_\_\_\_

## Details of Travel

Travel date/s: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_ (Max 23 passengers or 21 passengers plus 1 wheelchair or hoist access)

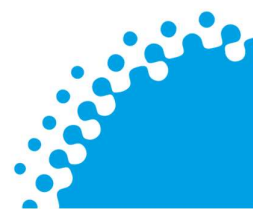
Wheelchair/Hoist Access Yes ☐ No ☐

Time required: Pick up \_\_\_\_\_ Arrive back \_\_\_\_\_

Drivers Name: \_\_\_\_\_

I have read and understood the conditions of use for charter of the bus(es) and agree to comply

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_  
If hirer is not an individual, then this must be signed



# Conditions of Hire Form

To secure the booking, this form **MUST** be completed, signed and returned to Council at least 14 days prior to charter date. Failing to do so will result in your booking being cancelled with no further notice.

I \_\_\_\_\_ (Name of Hirer)

Representing \_\_\_\_\_ (Name of Group)

hereby accept the following conditions for use of the City of Port Adelaide Enfield Community Bus(es) on the following date(s) \_\_\_\_\_

1. Damage caused by the Charter group or need for additional cleaning will be added to the cost of the Charter fee. This will be determined via additional cleaning cost charged to Council.
2. The number of passengers excluding the driver shall be no more than 23 passengers (or 21 passengers and 1 wheelchair passenger).
3. It is our policy that there is **"NO SMOKING"**, **"EATING"** or **"DRINKING"** on the bus.
4. The destination must be within destination restrictions outlined. Travel outside of the indicated zone is not permitted.
5. Passengers in the Charter group will behave in an appropriate manner (e.g., no body parts outside of the vehicle, inappropriate language or behaviour). Passengers will not be permitted to travel if intoxicated or under the influence of illicit substances.
6. Passengers in the Charter group will wear seat belts at all times.
7. The signatory of this form must be over the age of 18 years and any children travelling on the bus **MUST** be supervised by someone over the age of 18 at all times. Safety of children while using the bus is the responsibility of the hirer. At no time will the Volunteer Driver supervise children. Should a responsible person over the age of 18, not be present at the first pickup, the Charter **WILL NOT** proceed. The responsible person **MUST** be present throughout the Charter journey at all times.
8. Only hand luggage placed under the seat or in a designated storage area is permitted to be carried in the Community Bus.
9. The Volunteer Driver will be invited to participate in the day's activities, including meals. Any cost incurred will be paid by the Charter group (e.g. lunch, entrance fee, parking fee).
10. Allocated Charter times and destinations for the bus will be adhered to unless discussed prior to the trip with the Community Services Officer and the Volunteer Driver.
11. The signatory below declares that the group that will use the bus is a Community Group and is *"not principally established with a view to profit or commercial gain"*.
12. The signatory below agrees that they are responsible for and will ensure payment to the City of Port Adelaide Enfield within 30 days of the account being administered and notes that legal action may be taken to recover amounts in arrears.
13. Cancellations made less than 48hrs before the Charter will result in a \$75.00 late cancellation fee being invoiced to the booking group.
14. A Duty Sheet is completed on the day of charter by the volunteer driver. Times indicated on this Duty Sheet will be used in the invoicing of your charter booking.
15. In the unforeseen circumstance where a driver or vehicle is no longer available, and no replacement is available, the charter booking will be cancelled. No charges will be passed onto the Charter Group.

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Hirer: \_\_\_\_\_  
(Print Name)

