



Tweed, Byron & Ballina Community Transport
Shop 9, 14 Middleton Street, Byron Bay 2481

Phone: 1300 875 895

Hirers with own driver

Information

Booklet

www.community-transport.org.au

email: admin@community-transport.org.au

TWEED, BYRON & BALLINA COMMUNITY TRANSPORT INC.

Shop 9, 14 Middleton Street, Byron Bay NSW 2481

Telephone 1300 875 895 Fax (02) 6685 7027

email admin@community-transport.org.au

ABN 70 190 562 818



Bus hire/Brokerage Fee Schedule

TBBCT Bus Driver Rates:

Weekdays - \$30 per hour (3 hour minimum)

After 6 pm Time and Half (First 3 hours then Double time)

Waiting time (\$15 per Hour)

Saturdays – Time & Half (First 3 hours) then Double time

Sundays – Double Time

Hiring Group's Own Bus Driver:

Bus Driver Rates – Not Applicable

Other charges:

\$1.40 per kilometre

All additional expenses e.g. Parking Fees, E-tag, etc. Paid by Hirer.

Cleaning fee – if returned in an unreasonable condition - \$50 minimum

*These rates are correct as of 1/8/2011, and are subject to change without notice



Tweed, Byron & Ballina Community Transport Inc.

Policy of Operations: Community Buses

Client group	Frail and elderly, people with disabilities and their careers and transport disadvantaged people.
Who can use the bus	Our target group has priority for transport services. If there are vacancies, then bookings may be available to other approved community groups or people.
Operational control	The Bus Co-ordinator who is then ultimately responsible to the Fleet Manager and Manager.
Bus Bookings	The Bus Co-ordinator will attempt to ensure full utilisation of the Community Bus. Buses can be used 7 days and evenings per week.
Bus Hirers Kit	Before any trip all forms and bus orientation must be complete. The Bus Co-ordinator will prioritise applications and oversee services.
Bus Servicing	The Fleet Manager will ensure that regular bus servicing takes place in accordance with the manufacturer's recommendations.
Cleaning Fee	If the bus is returned in an untidy or dirty condition a cleaning fee will be charged and added to the invoice.
Contribution	Tweed, Byron & Ballina Community Transport Inc. and its Manager have a responsibility for recovering some costs by determining a contribution for all users of the bus.
Requirement	All users will abide by the Terms and Conditions of use for the Community Buses.

Terms and Conditions for Use

Tweed, Byron & Ballina Community Transport Inc.

The community bus is available for use subject to the following conditions:

Terms and Conditions	<ul style="list-style-type: none">• That the user agrees to abide by these terms and conditions and to complete and submit a written application form for use of the bus.
Forms for Completion	<ul style="list-style-type: none">• That the user agrees to complete all forms.• At the bus orientation all forms will be identified.
Bus Orientation	<ul style="list-style-type: none">• An orientation for the bus driver must be completed before use of bus.
Contribution	<ul style="list-style-type: none">• The Bus Co-ordinator will provide advance details of the contribution.• Payment of the contribution can be negotiated with the Manager.• All cheques are to be made payable to: Tweed, Byron & Ballina Community Transport
Group Travel Only	<ul style="list-style-type: none">• The Community Bus is to be used for group travel only.• <u>Minimum number of 5 passengers</u> to be carried per trip.• Fewer than 5 passengers, the group is to find alternative transport.
Bookings	<ul style="list-style-type: none">• The Community Bus is to be pre-booked in advance with enough notice to allow for completion of paperwork and bus orientation.• Bookings are done on a “first come – first served” basis. However Community Transport’s target group will have priority over other users except when a booking has already been made.

Bus Driver	<ul style="list-style-type: none"> • Prior to use of the Community Transport bus the user is to notify the Bus Co-ordinator if they intend to use their own driver or a Community Transport driver. • If the driver is nominated by the user then the Bus Co-ordinator must be notified and a bus orientation will be organised with the Fleet Manager. • Only the nominated driver will be permitted to drive the community bus. • The nominated driver will not permit the bus to be driven by any other person. • In case of illness, the group must nominate a new driver who will complete a bus orientation before he/she is permitted to drive the community bus. • Under no circumstances must anyone drive the community bus unless they have undertaken the bus orientation. • The driver will not drive the bus in a careless or dangerous manner. • The driver will not drive the bus whilst under the influence of drugs and/or alcohol. • The driver will comply with the requirements of the N.S.W. Motor Traffic Act or the Queensland equivalent and shall be responsible for any fines, which may be imposed for exceeding the speed limit or for any other infringement of a Statute or Regulation.
NSW or Qld Driver's Licence	<ul style="list-style-type: none"> • The nominated bus driver must hold a current NSW Class L.R. licence or above. • For the Toyota AU87ZP a current 1A or C licence. • If the driver lives in Queensland then the Qld equivalent is required. • A photocopy of the licence must be handed in at the bus orientation.
Additional Expenses	<ul style="list-style-type: none"> • The bus <u>MUST BE RETURNED IN A CLEAN AND GOOD CONDITION</u>. If the bus is returned in a condition that is deemed untidy or damaged, a cleaning fee will be charged and added to the invoice. The community bus is comprehensively insured, however the cover provides for the payment of an excess in the event of damage either to the bus or caused by the driver of the bus to any Third Party Property. Should an accident/s occur, payment of the applicable excess/excesses will be the responsibility of the user. • For minor accidents payment will be discussed with the Fleet Manager or Manager.
Bus Attendant	<ul style="list-style-type: none"> • The user group must take responsibility for providing a volunteer or paid attendant, helper or carer to assist with the safety of their passengers whilst using the Community Bus.

	<ul style="list-style-type: none"> • The attendant and driver will co-ordinate passenger pickup order. • The driver will ensure that the bus will stop directly in front of a passenger's home whenever possible.
Wheelchair passengers	<ul style="list-style-type: none"> • The bus is modified for the carriage of wheelchair passengers. • Groups intending to transport passengers in wheelchairs must notify the Bus Co-ordinator when booking the bus. • Permanent bookings need to record wheelchair use on the Application Form.
Defect Report Form	<ul style="list-style-type: none"> • All defects must be reported. • Complete the Defect Report Form, sign and date. • If the bus is NOT roadworthy notify the Fleet Manager immediately. DO NOT drive the bus. • Out of hours, the bus is NOT to be used. • Leave the Defect Report Form in clear view on the driver's seat.
Cancellations	<ul style="list-style-type: none"> • Bus cancellations must be made as soon as possible to the Bus Co-ordinator. • Out of office hours please leave a message on the answering machine and confirm cancellation the next working day with the Bus Co-ordinator.
Misleading Information	<ul style="list-style-type: none"> • The user may have the community bus denied for future transport if information supplied in their written application is found to be incorrect or misleading. • And if the user fails to comply with these Terms and Conditions.
Rights of Refusal	<ul style="list-style-type: none"> • The Manager reserves the right to cancel any booking at any time. • Repeated cancellations may result in future requests being referred to the Manager for consideration.
Regular Use	<ul style="list-style-type: none"> • No restrictions are placed on users having access to the bus regularly, occasionally or for one-off transport.
Passenger Lists Client Assessment	<ul style="list-style-type: none"> • For Government accountability, we are required to submit passenger details to the funding body. • One off trips; the One Off Passenger List must be completed.



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Application Form

Name of Organisation:		
Name of Contact Person:		
Phone Number:		
Address for Invoicing:		
Will there be any Wheelchair Passengers?	Yes/No	Number of Passengers:
<i>Details of organisation's nominated driver if applicable:</i>		
Name:		
Phone Number:	Mobile Number:	
Emergency Contact Name:	Phone No:	
Licence Number:	Class of Licence:	Expiry Date:
Date of Birth:		
Has driver ever had licence cancelled: Yes/No		
If yes please give details:		
Signature: _____ Date: _____		
Print Name: _____		
Declaration: I hereby accept both the Policy of Operations: Community Buses and the Terms and Conditions for Use of the Community Bus as enclosed and confirm that I have read them. I also declare that the information provided by us is true and correct. I understand our obligations are to ensure the driver's safety, the safety of passengers, and other road users. The driver will return the vehicle in a clean and tidy condition, and will report any incidents or accidents involving the vehicle whilst in the care of our group to Tweed, Byron & Ballina Community Transport Inc., and where necessary to emergency services or the local police.		



Fitness to Drive

Tweed, Byron & Ballina Community Transport now requires that all drivers complete and sign the following declaration.

Health Status: It is most important that all drivers note the following
excerpt from RTA Instructions:

Road Transport Driver Licensing) Regulations 1999

30. “(5) The holder of a driver licence must, as soon as practicable, notify the Authority of any permanent or long term injury of illness that may impair his or her ability to drive safely.”

(These questions are also asked by RTA when you renew your licence)

Have you ever had any type of epilepsy? YES _____ NO _____

Have you ever had attacks of giddiness, blackouts, fainting or other periods of unconsciousness? YES _____ NO _____

Do you have diabetes? If yes, controlled by:
Insulin _____
Oral medication/tablets _____
Diet (Medical not required) _____

Do you have physical, medical or mental disabilities Which may affect your driving? YES _____ NO _____

Do you regularly use drugs (medication, stimulants or Drugs of addiction), which may affect your driving? YES _____ NO _____

If you answer Yes to any of the above questions we may require a letter from your doctor stating that you are fit to drive for Community Transport.

Driving Record:

Have you been prohibited from driving a motor vehicle in NSW or elsewhere, or is there any charge pending against you for any traffic offence? YES _____ NO _____

IF Yes, please give details. _____

Name: _____

Signature: _____ Date: _____

General information for User Group and their bus driver

- Keys and Forms: Make arrangements with the Bus Co-ordinator 3 working days prior to the trip for the collection and return of bus keys and forms.
- Battery: To keep the battery fully charged, the bus motor **MUST** be kept idling whilst using the hoist.
- If the accelerator pedal is “stuck”: Check to see if all doors are fully closed.
- Warning alarm sound: For the Toyota AN16GW only. If the back door is LOCKED then the warning alarm will sound. If the back door is unlocked do not drive the bus until the problem has been identified and repaired.
- **REMEMBER** to lock the back door before leaving the bus unattended.

Bus Details

Shire	Garaged	Number of Wheelchairs	Number of Passengers
Tweed Shire Mercedes AD10SW 20 passengers	Tweed Council Depot Buchanan Street Murwillumbah	1 Wheelchair 2 Wheelchairs 1 Elect wheelchair	18 14 18
Tweed Shire Toyota AN16GW 17 passengers	Tweed Council Depot Buchanan Street Murwillumbah	1 Wheelchair 2 Wheelchairs	13 11
Byron Shire Toyota 17 passengers	Newrybar	1 Wheelchair 2 Wheelchairs	13 11
Ballina Shire Mercedes AD47YX 20 passengers	Ballina Council Depot Southern Cross Drive Ballina	1 Wheelchair 2 Wheelchairs	20 15
Ballina Shire Toyota(Zippy) 11 passengers	Ballina Council Depot Southern Cross Drive Ballina	No wheelchair facilities	11
Ballina Shire Nissan WFR 606 17 passengers	Ballina Council Depot Southern Cross Drive Ballina	No Wheelchairs	17
Ballina Shire Mercedes ZFX606 20 passengers	Alstonville Showground	1 Wheelchair 2 Wheelchairs	20 15
Ballina Shire Rosa BJ76GK 22 passengers	Ballina Council Depot Southern Cross Drive Ballina	1 Wheelchair 2 Wheelchairs	22 19

User Group's driver to:

Read: Policy of Operations
Terms and Conditions for Use
Fitness to Drive form
Bus Orientation form

Take to orientation: Completed Fitness to Drive form
Photocopy of driver licence