

BUS HIRE, DRIVER HIRE OR BUS AND DRIVER HIRE

Randwick Waverley Community Transport (RWCTG) assists transport disadvantaged individuals, families and community groups with economical travel in the South Eastern Sydney area. Our fleet of vehicles are available for the community to hire.

RWCTG at all times endeavours to provide bus hire to all eligible Community groups at a competitive fee. We have safe, accredited and compliant drivers available for hire at reasonable rates. We prefer our drivers drive our hired buses.

We have a range of buses with capacity up to 9,18 and 24 passengers. Some vehicles have wheelchair access hoists. Safely stowed wheelchairs reduce the vehicle seating capacity.

To enquire about hiring a bus, car or van for your community, please call us on (02) 9369 5366. We are happy to discuss how to assist your group to arrive and return safely and comfortably.

DETAILS OF HIRER

Organisation		
Insurer		
Destination		
Purpose of Trip		
Date of Hire		
Overnight Address		
Contact Name		
Phone		
Email		
Invoice Address		
Method of Payment	Cash (No GST)	Invoice to
Agreed Hire Cost	\$	
Driver Name		
Driver Licence Number	Sighted Original Licence	Points O/S

Hirer Name : Hirer Signature :



TERMS AND CONDITIONS OF VEHICLE HIRE AGREEMENT

Bus Hire Policy

Randwick Waverley Community Transport Group (RWCTG) provides eligible organisations with fair access to its vehicles. RWCTG activities and CHSP funded organisations will receive priority over non CHSP funded organisations. RWCTG reserves the right to refuse access to people we believe may pose a risk to the safety or wellbeing of our passengers, our staff, themselves or the public. We reserve the right to cancel a service at any time in the event that a vehicle is not roadworthy or due to unforeseen circumstances without any cost to us.

Restrictions of Use

Organisations with an established governance body are eligible vehicle hirers. RWCTG will not take liability for passenger safety and the activities of a group when:-

- The group holds no public liability insurance;
- The hirer is not accountable to a governance body for service or operating standards.

Conditions of Use

1. Hirer

- 1.1. The vehicles must remain within the one hundred kilometre radius of Bondi Junction. For example Shell Harbor to the south, Katoomba to the west, Gosford to the north.
- 1.2. Vehicles must not be driven to any destination other than those approved at the time of the booking, nor used for any other purpose other than that identified in the original hire agreement.
- 1.3. The hirer must agree the destination at least two weeks prior to hire date and must notify RWCTG of any changes to the trip schedule two days prior to the hire date.
- 1.4. The hirer may hire a vehicle overnight with written authorisation from RWCTG. Hirers must provide a parking address and evidence that the hire vehicle will park safely and securely off the street.
- 1.5. The organisation booking the vehicle is responsible for the behaviour of passengers and to ensure that there is no consumption of alcohol or illegal drugs during transport.
- 1.6. The organisation booking the vehicle is responsible for ensuring children in the vehicle are supervised at all times by a responsible adult.

Hirer Name : **Hirer Signature :**

1.7. The organisation booking the vehicle is responsible for ensuring all rules and regulations required by law are implemented e.g. wearing of seat belts.

1.8. The driver will be required to complete the vehicle log book at the start and end of the drive.

2. Driver – Provided by Hirer

2.1. The driver must show the current driver's license to RWCT prior to the hire date. We will make a copy for our records.

2.2. The driver will provide an RMS demerit points balance at time of hiring.

2.3. The driver shall be liable for all traffic infringements, fines and tolls incurred during the hire period.

2.4. The vehicle must be driven only by the nominated hirer driver.

2.5. Should the driver cause or contribute to mechanical or vehicle body damage, the hirer will pay for the full cost of the repairs. Vehicle damage may affect the driver's and hirer's ability to hire RWCTG vehicles.

3. Driver provided by RWCTG

3.1. RWCTG will allocate an appropriate driver on the day(s) of hire.

3.2. All Carers who travel in a RWCT hire vehicle are subject to the direction of the RWCT Driver. Carers will follow RWCT Carer and Assistant Guidelines.

3.3. RWCTG may direct the hire driver at all times during the hire period. RWCTG Workplace Safety Policies & Procedure shall apply to all vehicles, driver, assistants and carers during the hire period.

4. Vehicles

4.1. RWCTG will allocate the most appropriate vehicle or driver available on the day of hire.

4.2. Our vehicles have limited safely stowed luggage capacity. Hirers are permitted to take hand luggage only onto the vehicle. Drivers shall arrange safe luggage stowage, and will not permit luggage to occupy the bus aisle.

4.3. The vehicles are to be parked at the Randwick Depot (22-32 King Street, Randwick).

Hirer Name : Hirer Signature :

- 4.4. Smoking, eating and drinking is prohibited on all vehicles.
- 4.5. The vehicle shall be returned at the agreed time, as identified in the original hire agreement.
- 4.6. We ask that you return the vehicle in as safe and clean condition as you hired it. Hirers may be charged a \$90.00 cleaning and make good bond where the bus is returned dirty, windows left open or lights left on.
- 4.7. The vehicle shall be returned to the Depot with a full fuel tank.
- 4.8. For the safety of passengers RWCTG provides the following equipment on all vehicles
- Fire extinguisher/s
 - First Aid kit
 - Breakdown kit
 - Street directory
 - Umbrellas

Should any of the equipment, require replacement e.g. first aid kit, the hirer must report items used on the hire form, and return this with the keys. This will ensure future passengers travel safely.

5. Accident, Loss, Damage of Property

- 5.1. Accident Procedure:
- If involved with another vehicle refer to Vehicle Procedure Manual for the Vehicle information sheet for information on details required from re the incident.
 - If a person is injured contact emergency services immediately.
 - All accidents where a person sustains serious injury MUST be reported to the police.
 - The driver/hirer must notify RWCTG immediately of any accident/damage to the bus.
- 5.2. In the event of an accident involving the vehicle the Hirer is responsible for the cost of the vehicle insurance excess up to \$1200. This amount is payable to RWCT within 14 days of the incident occurring.
- 5.3. RWCTG vehicles are insured through AON Insurance. The occupants of the vehicles are insured by Compulsory Third Party Insurance (Green Slip). Incidents occurring outside the vehicle or as a result of negligence of the hirer or their agent shall be covered by the hirer's insurance coverage.
- 5.4. The full cost of repair of damage caused by passengers will be the responsibility of the hirer and payable to RWCT within 14 days of the incident occurring.

Hirer Name : **Hirer Signature :**

- 5.5. RWCTG and or its staff shall not be responsible for any loss or damage to any property belonging either to the hirer or any person or passenger or passenger's carer traveling on the vehicle.
- 5.6. RWCTG will determine the cost of damage repairs and necessary cleaning expenses following a hire. Repair and cleaning costs are payable by the hirer to RWCT within 14 days of hire date.

The Terms and Conditions of this Vehicle Hire Agreement are supported by;

Daily Vehicle Inspection Report
Drivers Licence

I have read and understand the hire agreement and agree to hire a vehicle on these terms

Name : **Organisation :**

Position : **Signature :**

Randwick Waverley Community Transport representative

Name : **Position :**

Signature :