

COMMUNITY ACCESS BUS AND WHEELCHAIR ACCESS BUS GROUP INFORMATION FORM

Organisation

Name of organisation

Vehicle Information

Please tick which bus does your group require

Access Bus – 20 seats and driver

Wheelchair Access Bus – 14 seats + 2 wheelchair spaces and driver

Contact Person

First name

Surname

Postal Address

Street No.

Street name

Suburb

Post code

Contact phone number

Email address

Proposed Driver

First name

Surname

Licence type

Licence No.

Postal Address

Street No.

Street name

Suburb

Post code

Contact phone number

Email address

Office Use Only

Receipt Date

Application Number

Application approved?

☐

Yes

☐

No

Details about your Group/Organisation

Postal Address

Street No.

Street name

Suburb

Post code

Group (eg. Seniors, Church, Youth, Sport)

Aims/Objectives

Services/Activities provided

Target group for services/activities (eg. Children, youth, seniors, frail aged, people with disabilities)

Is your group based in the Penrith Local Government area?

Yes No

How long has your group been in this area?

How does your group obtain funds? Please tick.

Government funding

Seeking donations

Charging fees

Other (Please list)

Fund raising

If you are not able to use the access bus when required what transport will your group use?

Please provide any other information that may support your group's application for use of the bus (eg. need wheelchair spaces)

Signature of President/Secretary

On behalf of the organisation, I agree that our organisation is familiar with the terms and conditions of bus usage.

Print

Signature

Date

SUBMISSION

Please take or send this application form and attached information to Council –
Attention: Community Bus Coordinator

CONTACT US

Penrith City Council
601 High Street
PENRITH NSW 2750

PO Box 60
PENRITH NSW 2751

PHONE: (02) 4732 7777
FAX: (02) 4732 7958
EMAIL: community.bus@penrith.city
WEB: penrith.city



Terms And Conditions of use for Council's Access Busses

Please note: groups who fail to meet these terms and conditions may result in the group being denied access to the buses in future.

Eligibility

- a. Penrith City Council's Community Access Buses are available for use by community, service and social groups providing services for residents of the Penrith Local Government Area.
- b. Before applying to use the buses, each group must register with Council by completing a Group Information form.
- c. Government and non-Government schools, commercially operated retirement homes and hostels are not eligible to apply for use of these buses.

Costs

- a. The buses operate on a "user pays" system, the rate being set in Council's approved Fees and Charges each financial year. Payment is due two weeks before the hire date.
- b. Groups are responsible for the cost of fuel, and must return the bus to Council with a full fuel tank after use.
- c. Groups are solely responsible for all tolls during the hire period.

Applications

- d. Applications must be made via email to the Community Bus Coordinator (community.bus@penrith.city) or by phoning Alex Dwyer on (02) 4732 7777.
- a. Tentative telephone bookings must be confirmed within seven days.

Drivers And Their Responsibilities

- a. All drivers of Council Access Buses must hold a current NSW Class One B (LR) or higher licence .
- b. The bus must not be driven by any person other than the driver(s) nominated on the Group's Application Form and approved by Council. If a change of driver is necessary, approval must be obtained by phoning the Community Bus Coordinator on (02) 4732 7777 or community.bus@penrith.city before the bus is used.
- c. Any toll costs or traffic or parking infringements incurred while the bus is being hired is the sole responsibility of the driver.
- d. Buses are not to travel beyond a 100 kilometre distance from Penrith Civic Centre and are not to be used for overnight trips.
- e. The buses are only to be used for the purpose stated on the Group's application form. The destination must not be changed without approval from Council.
- f. The driver/group co-ordinator should keep a roll of all passenger names, addresses and contact phone numbers in case of an emergency.

Collecting and Returning the Bus

- a. The driver must present a signed Bus Driver Declaration form and show their valid licence when collecting the keys.
- b. Bus keys are available for collection during office hours (8.30am – 4pm weekdays excluding public holidays) from the Civic Centre, High Street, Penrith.
- c. When collecting the bus, check that it is clean inside and out, has a full fuel tank and no obvious damage, as this is the way Council will expect you to return it. A thorough vehicle inspection must be conducted prior to driving the vehicle. A completed Vehicle Safety Checklist should be carried with the driver for the duration of the trip.
- d. Buses must be returned promptly to Council by the time stated on the letter of approval. If a bus is returned later than the stated time and a replacement bus has to be hired for the next user group, the hire cost for the replacement bus will be passed on to the group responsible for not returning the bus on time.
- e. The bus must be returned with a full fuel tank.
- f. The bus must be cleaned inside and out before it is returned.
- g. After returning the bus, the keys, letter of approval and Vehicle Safety Checklist must be returned to the Civic Centre during office hours. These need to be signed back in.

Other

- a. Smoking, consumption of food, soft drinks and alcohol are strictly prohibited on Council buses.
- b. Passengers must only be allocated to fitted seat or wheelchair positions and seatbelts must be worn according to regulations. Additional passengers must not be carried.
- c. Buses are only to be used on sealed roads and must not be taken "off road".
- d. All groups are responsible for arranging alternative transport for their passengers in the event of a breakdown or accident.
- e. Cancellations must be notified to the Community Bus Coordinator on (02) 4732 7777 prior to the date of hire. No refunds are possible for cancellations made on the day of hire. It is the responsibility of the group to arrange a wet-weather alternative if necessary.

Breakdowns/Accidents/Damage/Insurance

- a. Drivers must notify Council of any breakdowns or accidents as soon as possible on (02) 4732 7777.
- b. User groups are responsible for any damage to the bus during the booking period, and need to fill in Council's Motor Vehicle Accident form (found in the bus glove box) if any damage occurs. Accident and breakdown procedure is located on the reverse side of this form.
- c. The bus is covered under Council's motor vehicle insurance policy. Drivers and passengers are covered by Compulsory Third Party insurance.

CONTACT US