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|  <p>DISTRICT COUNCIL of TUMBY BAY</p> | <p><b>POLICY# 3.02</b></p> <p><b>Community Bus</b></p> <p><b>POLICY AREA</b></p> <p><b>Transport</b></p> | Version No:                             | <b>3</b> |
|  | Issued:  | <b>Oct 2013</b>                         |          |
|  | Next Review:   | <b>2018<br/>After Next<br/>Election</b> |          |

### Aims & Objectives

To provide direction to staff and the community on the requirements to be an approved driver of the community bus and the conditions related to the hiring of the bus.

### Policy Detail

#### 1. Background

The District Council of Tumby Bay's Community Bus is made available to organisations or groups which are local, not-for-profit community based and provide services which directly and significantly benefit either the whole of the community or a specific target group within the community and to individuals who are local residents.

The bus is not available for organisations, groups or individuals ["users"] outside the District Council of Tumby Bay (unless the purpose of the outing is to benefit Council residents). Similarly, the bus is not to be made available to users within the Council area for programs which benefit residents from outside the Council area.

The community bus must not be used for commercial or profit-making purposes.

#### 2. The Community Bus

The Community Bus is a Toyota Coaster with a registration number SB38CZ It is licensed to carry 25 adults or children, plus the driver, and it includes ramp access for people in wheel chairs. The bus has a maximum road speed of 100 kph and an approximate fuel tank range of 500km. The bus has a five speed forward gear box with one reverse gear.

#### 3. Purpose and Eligibility for Use

Primarily, the bus is available to assist users whose members find it difficult, or lack the resources, to access other means of transport. Additional factors which may be taken into consideration include the user's resources, other transport options that may be available, the purpose of the trip and the level of community benefit.


Use of the bus is limited to the approved purpose stated on the application form.

#### 4. Application and Booking Procedure

Any user wishing to hire the bus is required to complete an "**APPLICATION FOR HIRE**" available from the Council's Office, Mortlock Street, Tumby Bay SA 5606, during normal office hours (8.30 am to 4.30 pm), Mondays to Fridays (excluding public holidays). Bookings for the bus are processed in order of receipt and depend upon the availability of the bus. The user must nominate the approved driver who will be responsible for the bus and for observing all traffic and parking laws and regulations. Once a booking is accepted the user must organise for their driver to come to Council's Office and fill in the appropriate forms and have their licence sighted and copied. This is the only person who will be authorised to collect, drive and return the bus. Council reserves the right to deny a booking.

#### 5. Driver(s)

Users of the bus will have to provide their own driver(s), who will need to hold an appropriate and current drivers licence [i.e. class AB, HB, LB or SB] as determined by the SA Department of Transport. All drivers must complete a Council Volunteer Driver Application Form for Council consideration by Council staff.

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The driver must maintain a zero blood alcohol level at all times when he/she is driving or in control of the bus.

The bus must not be driven by any person other than the nominated authorised driver unless prior notice is provided. Only persons authorised by Council shall be permitted to drive the Community Bus.

All approved drivers will be issued a copy of Council's Volunteer Driver's Code of Conduct and Driver Responsibilities.

#### 6. Passengers

The total number of persons travelling in the bus should not exceed the number of passengers for which the bus is licensed. Only one person (child or adult) per single seat is allowed.

Users of the bus are responsible for the behaviour of the passengers.

#### 7. Fees & Charges

The Council uses a three -tiered schedule of fees for the use of the bus. This schedule is as follows:

Category A - Rates for groups servicing frail older people and people with a disability and the aged (at least 80% of the members must be over 65yrs),


Category B - Rates for local users providing a community service (includes most sporting bodies)

Category C - Rates for other local users (includes individuals regardless of their age)

#### Community Bus Hire Rates

| Category of Hirer                                 | Cost                 |
|---|----------------------|
| <b>No Booking fee</b>                             |                      |
| <b>Cleaning Charge (Per Hour)</b>                 | <b>\$50.00</b>       |
| <b>Category A – within the district no charge</b> | <b>No Charge</b>     |
| <b>Category A – Outside of district</b>           | <b>\$1.00 per km</b> |
| <b>Category B</b>                                 | <b>\$1.25 per km</b> |
| <b>Category C</b>                                 | <b>\$1.50 per km</b> |

The charge for hiring the bus depends on the category within which the user has been assessed. All users are encouraged to be assessed by Council before applying to hire the bus. This assessment by Council is for a period of one (1) year or until notified by Council. Failure by a user to be assessed prior to the hire of the bus may lead to an incorrect assessment and a higher fee being charged. Fees are under constant review and are subject to change without notice and users are encouraged to obtain Council's latest fees and charges to ascertain the latest fee to be charged.

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The fee structure is based on providing a subsidised community bus service to the local community. Notwithstanding the category allocated to any user, the stated purpose of the journey may be considered in the determination of the hiring fee.

Any outstanding cleaning or usage charges must be paid before further bookings of the bus will be accepted.

#### 8. Log Book

A council provided log book must be completed by the driver each and every time the bus is used. The driver must record the odometer reading at the beginning of hire and at the end of hire. This odometer reading will be used to charge the appropriate fees.

#### 9. Cleaning

All users must leave the bus in a clean and tidy condition. As a minimum hirers must ensure the following;

- ✓ The bus is swept out
- ✓ If excessively dirty/muddy floor to be mopped
- ✓ All waste is removed

A cleaning fee (of \$50 per hour) will be charged if the bus is returned excessively dirty.

Council will endeavour to have the bus detailed once only per financial year as part of routine maintenance. If hirers wish to have the bus detailed for a special occasion/event e.g. wedding they will be required to do so at their own cost.

#### 10. Fuelling

The Council is responsible for the cost of refuelling. In circumstances where the bus needs to be refuelled by the user, prior arrangements are to be made with Council's Administration. Where the driver of the bus seeks reimbursement for refuelling they must retain a receipt for refuelling and this should be returned to the main office upon return of the keys. The hirer should retain a compliant Tax invoice/receipt and present it to Council upon return of the bus and reimbursement shall be provided.


#### 11. Servicing & Maintenance

Council shall be responsible for all servicing and maintenance. Council will not refund the cost of any unauthorised service or repair and this will be carried out at the user's own cost. In the event that unplanned/emergency servicing is required users should in the first instance seek authorisation from Council. Council can then provide a purchase order for payment. In the event that this is not possible the hirer must retain a compliant Tax Invoice/Receipt and provide to Council for reimbursement upon returning the bus.

#### 12. Damage & Unforeseen Maintenance

Where damage to the bus is caused by the user from vandalism, irresponsible use, or malicious damage, then it will be the responsibility of that user to cover all costs incurred by Council in preparing it for further use. Future access to the bus may be denied if the bus is returned damaged.

In the case of a breakdown it is the user's responsibility to arrange for the bus to be taken to a garage. Please note that a user may only call the RAA if they are a member themselves. Under no circumstances are any repairs to be made or allowed to occur without the express permission of Council. The following contact numbers should be used to obtain that permission:

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Council Office: 08 8688 2101  
Works Manager: 0427 882 074  
Works Supervisor: 0428 882 074

Any repairs should, if possible, only be performed by an approved Toyota dealer.

**13. Accidents & Incidents**

Notify the District Council of Tumby Bay immediately. Make no statements and do not admit liability under any circumstance. You are only obliged to give your name, address, the owner's name and the name of the insurance company.

Make certain you have all the details of the accident, including a sketch plan that will assist in the completion of further forms. Any incident or accident involving a third party the police must be notified and a police report number gained.

Any incident involving the bus or a third party vehicle a Motor Vehicle Accident Report must be completed (which can be obtained from the Council's Office).

Any accident/incident involving a person on the bus or driver only an Accident Incident Report must be completed (which can be obtained from the Council's Office).

In the event of an accident both the vehicle and passengers are fully covered by Council's insurance, provided the authorised driver is driving the vehicle at the time of the accident and that the law has not been broken.

Any infringements incurred will be the responsibility of the driver at the time.

**14. Smoking & Drugs**

Smoking and/or the use or possession of illicit drugs is not permitted on the bus as per Council Policy. (i.e. Policy No. 4.16 Drugs & Alcohol Policy).

**15. Alcohol**


Hirers are permitted to consume, supply or sell liquor on the bus but must be aware of the licensing requirements outlined below;

*Information provided is obtained from Office of the Liquor & Gambling Commissioner, Hirer's should check this website for updates prior to applying for application.*

If you are intending to host a party or you are organising an event (or series of events) where liquor will be sold, you will need a limited license, if you intend to "sell" liquor (as defined below) you will need a limited license. If you are holding a function on regulated premises even if you are not selling liquor you will need a limited licence.

**Consumption of Liquor on a Regulated Premises**

Whether or not you are selling liquor you will need a limited licence even if you are simply supplying or consuming liquor on regulated premises. Regulated premises are defined to include a public conveyance e.g. bus, limousine, boat.

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### **Sale of Liquor**

For the purposes of the Liquor Licensing Act 1997 the term "sale" is defined broadly to include;

To barter or exchange; to offer or expose for sale, barter or exchange; to supply, in circumstances in which the supplier derives, or would derive, a direct or indirect pecuniary benefit; to supply or offer to supply, gratuitously but with a view to gaining or maintaining custom, or otherwise with a view to commercial gain. If the sale of liquor falls in to any one of these categories you will need a licence. It is an offence to sell liquor without a licence.

Some examples of events which would be defined as "selling" liquor include:

Where there is a cover charge but liquor is BYO; where the consumption of liquor is included in the cover charge, e.g. food, drinks and entry included in the one ticket price (even at a private home); where entry is by donation; where wine tasting is being offered with a view to selling wine, whether at the event or in the future; where liquor is supplied as part of a pooled money arrangement; where liquor is offered as a "gift" when an item is purchased.

### **Applying for a Limited Licence**

You can apply for a limited licence by contacting Consumer & Business Services.

In applying for a licence you will need to notify the police.

Applications should be lodged at least 14 days prior to the hire of the bus. Online or download application form at [www.olgc.sa.gov.au](http://www.olgc.sa.gov.au)

Contacting the office of Consumer & Business Services on 131 882 or Fax (08) 8226 8512.

### **16. Food**

The consumption of food and drink (non alcoholic) is at the discretion of the driver, however a common sense approach should be given in type of food and cleaning responsibilities.

### **17. Safety & Security**

Please check that the bus is locked when unattended.


Prior to use of the bus, the driver is required to inspect the bus. If there are any problems these should be discussed with Council before using the bus. The Council may not necessarily be liable for any costs with regards to the bus after it leaves the Depot.

Report all damage or any problems associated with the bus during your period of use. It is our aim to maintain the bus in top condition, so that it can provide reliable and trouble free service to users. Your assistance in this way will help us to do this.

### **18. Disability Access**

The bus has been fitted with a disability external access lift.

Please refer to operational instruction **TAILGATE LOADER – COMMUNITY BUS.**

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**19. Collecting and Returning the Bus**

Council will only issue the bus to the driver nominated on the Application Form. If there is a change in driver, users are required to notify Council before collecting the bus so that the paperwork can be adjusted. This is important for insurance purposes. All users will be responsible for the collection and the return of the bus from and to the Council Depot situated on Pumpa Street, Tumby Bay or by arrangement with the Council Office.


Please ensure that the bus is collected and returned at the nominated times as stated on the application form. If you need to alter these times, please contact Council. Any changes to the pickup or drop-off times that are not notified to council may result in delays being experienced in collecting or returning the bus.

**20. Other Reference Documents & Forms**

COMMUNITY BUS APPLICATION FOR HIRE  
 COMMUNITY BUS CHECK LIST  
 COMMUNITY BUS OPERATION  
 COMMUNITY BUS TAILGATE LOADER

**21. Failure to Comply**

Failure to abide by any of the conditions outlined in this document and/or associated procedures will jeopardise future access to the bus.

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**COMMUNITY BUS – APPLICATION FOR HIRE**

|  |  |
|--|--|
| NAME OF PERSON / ORGANISATION  |  |
| CONTACT PERSON & PHONE NO:   |  |
| POSTAL ADDRESS   |  |
| NAME OF DRIVERS (S) (Please attach photocopy of Licence(s) if not received previously) |  |
| DATE/S OF USE  |  |
| INTENDED DESTINATION   |  |
| APPROXIMATE DISTANCE   |  |
| TO BE PICKED UP (approx time / day)  |  |
| TO BE RETURNED (approx time / day)   |  |
| LIQUOR LICENCE REQUIRED/COPY TO COUNCIL  |  |

*I/We certify that I/We have read the Community Bus Policy and will abide by the said Policy as stated. Further, I accept responsibility for cleaning the exterior and interior of the Community Bus following use. Should the state of the bus not be to the satisfaction of Council, the cost of cleaning will be charged as set out in accordance with Council's fees and charges with a tax invoice being sent to the hirer.*

Signed by Applicant: .....

Date: ...../...../.....

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**Community Bus Check List**

On receipt of this form please complete and sign check list and deliver to Council Office.

Today's Date:..... Contact Person/Ph:.....  
 Booking Name:..... To be Collected:.....  
 Date/s Booked:..... To be Returned:.....

**BEFORE COLLECTION**

| CHECKLIST              |  | INITIAL | COMMENT |
|------------------------|--|---------|---------|
| Full tank of Fuel      |  |         |         |
| Oil                    |  |         |         |
| Other                  |  |         |         |
| Floor swept and washed |  |         |         |
| Windows are clean      |  |         |         |
| Log Book in Bus        |  |         |         |
| Bus is now ready to go |  |         |         |
| Speedo Reading         |  |         |         |

**ON RETURN**


| CHECKLIST                                  |           | INITIAL | COMMENT |
|--|-----------|---------|---------|
| Bus Returned                               | Date: / / |         |         |
| Bus Clean                                  | Y / N     |         |         |
| Damage                                     | Y / N     |         |         |
| if damaged - what                          |           |         |         |
| Speedo Reading (kms) (also check log book) |           |         |         |
| Other Comments                             |           |         |         |

Please return to Council office when checklist is completed.

**For Office Use**  
**Only**

|                           |           |
|---------------------------|-----------|
| Kilometres to be charged: | Invoice#: |
| Amount Invoiced:          | Signed:   |
| Any Action Required:      |           |



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1. Upon Collection:


- ✓ Check the oil, water coolant and tyre pressures (including the spare tyre) are within acceptable levels before departure (and at every fuel stop)
- ✓ Check the battery
- ✓ General inspection for anything unusual or outstanding
- ✓ Check that the log book is in the bus and complete the odometer reading at that time and trip purpose

2. Before starting the engine:

- ✓ Check the area around the bus for any obstructions and remove them before entering the bus
- ✓ Adjust the seat position, setback angle, headrest height and steering wheel angle
- ✓ Adjust the inside and outside rear view mirrors
- ✓ Close the automatic passenger's door before releasing the accelerator pedal lock
- ✓ Fasten seat belts.

3. How to start the engine:

- ✓ Apply the parking brake firmly
- ✓ Turn off any unnecessary lights and accessories
- ✓ Press the clutch pedal to the floor and shift the transmission into neutral. Hold the clutch pedal to the floor until the engine has been started.
- ✓ Turn the key to the 'ON' position and verify that the engine preheating indicator light has come on. Keep the key in the 'ON' position until the light goes off.
- ✓ With the accelerator pedal about half-way down, crank the engine by turning the key to the 'START' position. Release the key and accelerator pedal when the engine starts.
- ✓ After the engine has run for about ten seconds, you are ready to drive.
- ✓ If the engine stalls, simply restart the bus following the procedures given above.
- ✓ If the bus will not start refer to the Owner's Manual or Contact Works Manager or Works Supervisor. (0427 882 074 or 0428 882 074)


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4. Upon Return

- ✓ Check that the bus is clean and tidy
- ✓ Check that the oil, water coolant and tyre pressures are within acceptable levels
- ✓ Complete the log book (including odometer reading and driver signature)
- ✓ Return all paperwork and keys to Council's Office

Other Reference Documents & Forms

TUMBY BAY COMMUNITY BUS HIRE POLICY  
COMMUNITY BUS APPLICATION FOR HIRE  
COMMUNITY BUS CHECK LIST  
COMMUNITY BUS TAILGATE LOADER

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VEHICLE DISABILITY EXTERNAL ACCESS LIFT  
(COMMUNITY BUS)

The District Council of Tumby Bay recognises and accepts its obligation to take all practicable action to ensure the Health and Safety of its employees and community bus users. All Council employees and community bus users have an obligation to support and assist in the reduction of injuries caused by bad practices in the misuse of the external access lift.

GENERAL SPECIFICATIONS


Model: Toyota Coaster Bus - External Access Lift

Power: All Vehicle Disability Access Lifts / Wheelchair Loaders are operated by a power unit that has a manually operated back up system. This back up system ensures that the unit can be manually operated in the unlikely event of a power failure.

Capacity: 4300 kg

Platform: Steel




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### **SAFETY INSTRUCTIONS**

1. Improper operation of the tailgate can result in serious personal injury. Do not operate unless you have been properly instructed and have read and are familiar with the operating instructions.
2. Ensure that the vehicle is properly and securely braked before use.
3. Please inspect the tailgate for maintenance or damage before use. If there are any signs of improper maintenance, damage to vital parts of the platform or a slippery platform surface, do not use the tailgate. Do not attempt your own repairs unless you are specifically trained.
4. Do not overload. Remember this applies to both raising and lowering operations.
5. Each load should be placed in a stable position as near to the centre of the platform as possible.
6. Never stand in or move through or allow anyone else to stand in or move through the area of operation.
7. It is not a passenger lift. Do not ride the tailgate with unstable loads or in such a manner that a failure would endanger you.
8. The tailgate is fitted with a safety valve to prevent the rapid falling of the platform in the event of hydraulic failure.

### **OPERATING PROCEDURE**

1. Ensure vehicle braking is securely applied
2. Release Safety Latch
3. Stand Clear of Platform  
Support top edge of platform and manually lower to horizontal position
4. Open Platform Extension
5. Ensure all safety guards are in place and operating
6. Ensure there is no damage to tailgate and platform is not slippery
7. Check Control Operations  
Press Raise control to raise platform  
Press lower control to lower platform
8. Press lower controls to lower platform
9. Place load adhering to the safety instructions

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10. If the load has wheels, insure that wheels are locked (if lock is fitted)
11. Press Raise control to raise the platform
12. Ensure that load is completely removed and away from the platform before lowering again
13. Press lower controls to lower platform
14. To Position for Travelling
  - Fully raise platform to horizontal position.
  - Close Platform to horizontal position.
  - Close Platform extension and engage lock.
  - Manually position platform into vertical position.
  - Engage Safety Lock

**Strategic Link:**  
**Delegation:**

**Documentation:**  
Tumby Bay Community Bus Hire Policy  
Community Bus Application For Hire  
Community Bus Check List  
Community Bus Tailgate Loader

**Authority:**            Adopted by Council:    11/12/2012    {Motion No 18c/122012}  
Reviewed by Council:    10/11/2015    {Motion No 7c/112015}

SIGNED: .....  
Responsible Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_