

	<h2>Community Bus – Application for Hire</h2>	Version No:	3.0
		Issued:	March 2011
		Last Review	February 2021
		Next Review	February 2024

HIRERS NAME/ORGANISATION:			
CONTACT PERSON & PHONE NO:			
POSTAL ADDRESS FOR INVOICE:			
NAME OF DRIVER(S):			
DATE/S OF USE:			
INTENDED DESTINATION:			
TO BE PICKED UP (approx time/date):			
TO BE RETURNED (approx time/date):			
LIQUOR LICENCE REQUIRED	Y / N	COPY PROVIDED TO COUNCIL	Y / N
COPY OF COVID SAFE PLAN PROVIDED TO COUNCIL	Y / N		

I/We certify that I/We have read the Community Bus Hire Policy and will abide by the said Policy as stated. Further, I accept responsibility for cleaning the 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 the policy with a tax invoice being sent to the hirer.

Signed by Applicant: **Date:**

PLEASE NOTE

**DRIVER DECLARATION IS REQUIRED IF DRIVER HAS NOT PREVIOUSLY COMPLETED ONE
OR HAS BEEN DONE MORE THAN 12 MONTHS AGO**

OFFICE USE ONLY

- ☐ WRITTEN IN DIARY
- ☐ COPY OF "COMMUNITY BUS HIRE POLICY" GIVEN TO HIRER
- ☐ CHECKLIST FILLED OUT AND GIVEN TO DEPOT
- ☐ DRIVER DECLARATION FORM REQUIRED (YES or NO)
(If driver has not previously completed a declaration or last declaration done more than 12 months ago)
- ☐ IF PREVIOUSLY COMPLETED - DATE: _____ (Check Register of Drivers in folder)
- ☐ CURRENT DRIVERS LICENCE SIGHTED
- ☐ COPY OF COVID SAFE PLAN RECEIVED

I CERTIFY THAT THE ABOVE PROCEDURES HAVE BEEN COMPLETED SIGNED
..... NAME