

Shire of Wickepin Community Bus Hire Booking Form - 2014/2015

Name/Organisation:			
Contact Person:		Phone:	
Billing Address:			
Purpose of Trip:			
Date of Collection:		Date of Return:	
Time of Collection:		Time of Return:	
Drivers Name:		Drivers Phone:	
Drivers Address:			

General Information

We welcome you to use this community vehicle and hope you enjoy your trip but like all good things there has to be some **RULES**.

1. All bookings are to be made at the Shire of Wickepin office.
2. A copy of the driver's license must be provided at time of booking.
3. The bus is to be picked up from the office. If the bus is to be used outside office hours please arrange pick up of keys prior to hire.
4. Users must ensure that the bus is clean and tidy before returning. The bus must be swept and mopped. All rubbish is to be removed from the bus and the seats. If it is necessary to wash the exterior of the bus (including bugs, etc on front of vehicle and windscreen) then this must occur. A cleaning fee will be charged if the bus is not left in an acceptable condition.
5. Any damage or breakages are responsibility of the user and all replacement and repair costs will be charged.
6. Please ensure that the drivers check list is completed. Driver to return form and keys to the Shire of Wickepin office immediately following hire. If returning the bus out of hours, bus is to be left at the Shire office with the keys and form to be placed in the letterbox at the front door of the office.
7. All hirers subject to excess of insurance policy in the event of an accident.
8. **STRICTLY NO SMOKING** on the bus.
9. If you need to put fuel in the bus a receipt is required for this amount to be deducted from the cost of hiring.
10. A late fee of \$100 per day will be charged if the Bus is not brought back on the designated time

Remember this bus has been purchased for the use, convenience and enjoyment of the community. Please treat it with care so as to keep the vehicle to a high standard.

The Shire of Wickepin retains the right to change, alter or adopt new rules at any time and to also refuse a request to hire the bus.

Charge Rate:	\$0.90 per Km	Signed:	
Bond:	\$100	Date:	

Office Use Only

Bus Returned

Key Returned & register signed	
Notified Mechanic	
Charge Amount	
Receipt No	
Debtor	
Cleaning/Damages \$	
Receipt No	

Initial Booking

Copy of Drivers License (both sides)	
Bus ID File Updated	
Entered in Booking Calendar	
Notified Mechanic	
Hire Form Provided	
Bond Received	
Key Register Signed	