SHIRE OF MORAWA – COMMUNITY BUS
2026-2027 Hire Form

Morawa Community Bus Hire Form

Name of Hirer: _____

Phone Number: _____

Date/s Hired: _____ Travel to: _____

Bus Pick-up Time: _____ Bus Drop-off: _____

Name of Driver: _____

Driver's License No: _____ Expiry Date: _____ Type: _____

Organization:_____
Address (for invoicing - Commercial Hire only):

_____

Email:_____ Signature:_____

I agree to be responsible for and indemnify the Shire of Morawa against any loss or damage which may arise or cause to be suffered by the said Club/individual/ organizational hirer, either by negligence, unskilfullness or improper use by a person on the bus or by reason of any accident there to whereby damage or loss may be occasioned to the hirer, any person or goods.

OFFICE USE ONLY

EMCCS APPROVAL: _____

BUS INSPECTED PICK-UP (DATE & TIME): _____ **CONDITION:** _____

BUS INSPECTED DROP-OFF (DATE & TIME): _____ **CONDITION:** _____

1st BOX CHECKED: _____ **BUS CHECKED AFTER USE:** _____

IMPORTANT – PLEASE READ PRIOR TO USE OF BUS

- "LR" Class Licence is acceptable. (Copy of licence must be attached)
- The hire of the Bus for Community Hire is $89 per day and Commercial Hire is $173 per day. A $300 bond must be paid upon booking bus.
- Bus must be dropped off no later than 4pm and filled with diesel before return. Any costs incurred to top up diesel on return will be on-charged to the hirer, at cost plus 20%.
- The bus must be returned cleaned and tidy – see overleaf.
- **If hiring for more than one day, please check oil and water in the bus before leaving each morning and check tyres for damage and pressure.**
- Jack and tyre lever are under the back seat.
- First Aid Kit is located under seat by side door. Please advise us of any items used in order that the kit may be replenished.
- Any willful damage is the responsibility of the hirer. Repair costs will be charged to the hirer. Any damage or accidents must be reported immediately to the Shire.
- **THE BUS WILL BE INSPECTED AFTER EACH USE UPON WHICH BOND WILL BE RETURNED IN FULL OR ACCORDING TO OUTCOME OF INSPECTION**

CLEANING

Bus is to be returned in a clean and tidy manner:

- All windows to be cleaned
- All seats to be wiped down
- All rubbish is to be removed
- Steering wheel and dash to be wiped clean
- Bus to be swept & mopped