



## MORAWA COMMUNITY BUS HIRER'S DETAILS

Name of Driver: \_\_\_\_\_

Driver's Licence No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number \_\_\_\_\_

Address (for Invoicing): \_\_\_\_\_

Email: \_\_\_\_\_

*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, unskilfulness 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.*

Name (if different from driver): \_\_\_\_\_

Phone Number \_\_\_\_\_ Signature: \_\_\_\_\_

Date/s Hired: \_\_\_\_\_ Travel to: \_\_\_\_\_

### IMPORTANT INFORMATION – PLEASE READ PRIOR TO USE OF BUS

- "LR" Class Licence is acceptable. (Please supply MDL for checking)
- The hire of the Bus for Community Hire is \$75 per day and Commercial Hire is \$150 per day. A \$300 bond must be paid before pick up of bus. Any drop offs later than 4pm will need to be advised in advance.
- The Bus will be filled with diesel before pick up. Any top up of diesel is the responsibility of the hirer. The Bus must be filled with diesel by the hirer before return. Any costs incurred for diesel top up on bus return will be charged back to the hirer's account based on cost plus 20%.
- Keys must be returned with this hire form promptly after use.
- **If hiring for more than one day please check oil and water in the bus before leaving each morning. Also visually check tyres for damage & pressure.**
- **First Aid Kit located under seat by side door. Please let us know if you used any items so we can have them replaced.**
- Any willful damage is the responsibility of the user. Repair costs will be charged to the user. Please report any damage or accidents immediately. Jack and tyre lever are under the back seat.
- **THE BUS WILL BE INSPECTED AFTER EACH USE.**

#### OFFICE USE ONLY:

DATE INVOICED: \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_

CONFIRMATION OF BOND RETURNED SIGNATURE OF HIRER: \_\_\_\_\_

CONDITION: \_\_\_\_\_

1<sup>ST</sup> AID BOX CHECKED: \_\_\_\_\_ BUS CHECKED AFTER USE: \_\_\_\_\_

# Cleaning

Bus to be left 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