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**Weekend Private Bus Hire Agreement**

Bus Hire Agreement between South Eastern Community Connect and

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(Name of Community Group or Organisation)

Terms and Conditions of Private Bus Hire Agreement: 1st January to 31st December 2019.

South Eastern Community Connect reserves the right to refuse vehicle access to persons/groups at their discretion.

In the event of a vehicle being unavailable due to mechanical or any other issue, South Eastern Community Connect reserves the right to cancel a service at any time without incurring financial liability.

**Vehicles Available:**

* Mitsubishi Rosa Buses 1112MO (automatic) licensed to carry between 21 to 24 people.
* Toyota Hi Ace AJ97NM long wheel base mini vans (automatic) licensed to carry 11 people.

**Hirer:**

* Bookings will not be made until the Vehicle Hire Booking Form, Bus Hire Agreement and any other requested documents are provided.
* The organisation hiring the vehicle is responsible for the behaviour of passengers and to ensure that no alcohol or illegal drugs are consumed whilst passengers are on the bus.
* The hirer is responsible for ensuring all road rules and regulations are adhered to, e.g. compulsory wearing of seatbelts.

**Driver:**

* Copies of a current driver’s licence to be provided to South Eastern Community Connect at the time of booking for all proposed drivers. These will be kept on file for any future bookings.
* All intending drivers are required to provide a Drivers Licence check to verify that the licences are not suspended.
* Minimum licence required is LR licence. The drivers must also perform a vehicle orientation and familiarisation. Familiarisation to be carried out during office hours and at least one day prior to collection.
* It is the driver’s responsibility to pick up the keys during normal office hours (8am to 4.30pm Friday) unless agreed otherwise.
* The hirer will be required to complete a South Eastern Community Connect Vehicle Inspection Report, including the logging of kilometres and provision of statistical information on completion of the hire.
* The driver/s will be responsible for any traffic infringements.
* In the event of a breakdown contact the NRMA. Membership details are attached to the vehicle keys and displayed in vehicle log book.
* In the event of an accident contact the Police, Ambulance, etc, as required by law. Advise South Eastern Community Connect on 8338 8506 during normal business hours or leave message on SECC office answer machine.
* The vehicle must at all times be driven only by the driver nominated and authorised on the Hire Agreement.
* Drivers and their passengers must at all times uphold South Eastern Community Connect’s reputation by driving and behaving in a safe and courteous manner.
* Should the vehicle suffer mechanical or physical damage, the hirer will be responsible for any excess incurred (to a maximum of $400) as a result of the incident and future access to vehicle hire may be restricted.

**Conditions of Use:**

* Smoking, eating and drinking in the vehicles is not permitted.
* The vehicle shall be returned in the same clean and tidy condition as at time of pickup. Failure to do so will incur a cleaning charge of $100+GST.
* The vehicle doors and windows should be closed and locked whilst the vehicle is unattended.
* The vehicle must not be driven on unsealed roads unless prior approval is obtained.
* The vehicle is to be returned to the depot at the time specified in the Hire Agreement. Failure to do so will incur an additional charge of $50/hr +GST or part thereof.
* On return the vehicle is to be locked and keys returned to the office.

Included in each vehicle is the following:

* Basic first aid kit, and universal spill kit.

Should any of this equipment need to be used by the hirer, then the hirer is required to report the usage on the hire form. If the equipment is lost, damaged or used for other than its purpose, then the hirer will bear the full cost of its replacement.

**Refueling:**

* Vehicles are to be returned with a full tank of fuel. Alternatively a $100 fuel fee will apply.
* Mitsubishi Rosa buses use only Diesel.
* Toyota Hi Ace use only Unleaded.
* Fuel additives are not permitted.

**Method of Payment:**

* Full payment for the entire rental period is required prior to the collection of the vehicle.
* Payment can be made via our website; by cash or direct deposit into our bank account: Commonwealth Bank; BSB 062 201; Account Number 0090 2376.

Cancellation fee:

* A cancellation fee of $100 will apply for cancellations within 7 days of the hire date.

**Hire period from 4pm Friday to 7am Monday:**

Minimum 24 hrs.

Maximum 55 hrs.

**Hire Costs: Inclusive of insurance and unlimited kilometres.**

**Mitsubishi Rosa:**

$270+gst for 24 hours

$500+gst week end rate between 4pm Friday to 7am Monday or part thereof.

**Toyota Hi Ace:**

$170+gst for 24 hours

$300+gst week end rate between 4pm Friday to 7am Monday or part thereof.

**Trailer:**

$40+gst for 24 hours or $60+GST week end rate.

**Bond:**

$200 fee payable before hire. Refundable upon return of a clean and refuelled bus.

**Long Weekends:**

$770+gst



