



## GUIDE LINES FOR THE USE OF THE COMMUNITY BUS

1. Use of the vehicle is subject to meeting the following criteria: "transporting people with disabilities or the frail aged."
2. The vehicle is not to be used for profit making purposes.
3. The Application for Community Bus Form must be completed prior to any bookings
4. Only the nominated drivers on the Application Form can drive the vehicle.
5. All drivers must have current NSW driver's licence.
6. The individual / service which books the vehicle will pay the booking fee (\$40.00) payable on 7 day invoice.
7. The booking fee is a daily fee and must be paid for every day of use.
8. The driver must ensure the vehicle is driven in a safe manner at all times and any traffic infringements will be the responsibility of the driver.
9. In the case of an accident, insurance details are kept in the glove box of the vehicle.
10. If any accident is the fault of the individual / service driving the vehicle then they will be liable to pay the insurance excess in full.
11. If the accident is the fault of a third party then follow the procedure as set out by Flintwood Disability Services Inc. kept in the glove box of the vehicle.
12. All damage must be reported to the CEO of Flintwood after the use of the vehicle.
13. All care must be taken to keep the vehicle in a clean and tidy state and free from damage.
14. All damage to the vehicle including the interior is the responsibility of the individual / service booking it.
15. A log sheet must be completed of all trips and is located in the vehicle.
16. The vehicle must be filled with Diesel fuel before being returned to Flintwood.



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- 17. Flintwood will not accept liability of any willful or neglectful care of the passengers in the vehicle and the driver. Support staff will be expected to provide the utmost care to all passengers.
- 18. The vehicle must be parked in a safe place and left secured at all times.
- 19. The disabled parking authority is to be used under the conditions as stated by the RTA. The label is not to be removed from the front windscreen at any time.
- 20. All drivers must undergo a familiarisation session of the vehicle before use.
- 21. The vehicle is available 24 hours per day but pick up and returns must be between the hours of 8.00am – 4.00pm Mon to Fri unless other arrangements have been made. Key pick up and drop off times can be arranged after hours and weekends with prior notice.
- 22. The vehicle can be used both outside the metropolitan area and interstate with the permission of the CEO from Flintwood.
- 23. Flintwood reserves the right to terminate any agreement or refuse bookings at any time.
- 24. A late cancellation will incur an Administration Fee of \$10.00. This will be added to your next booking.

Guide Lines for the Use of the Bus

I/We have a clear understanding and agree to abide by the above guidelines.

Signature: .....

Print name: .....

Position and Organisation:.....

Date: .....