

Application to hire the bus

Use this form if you are a community organisation and request to hire the Council bus.

ID _____ Box _____

Barcardine Regional Council is collecting your personal information for the purpose outlined on this form this document will be stored according to the *Privacy Act 2009* in a secure document management system as authorised under the *s.26 of the Public Records Act 2002, The Information Privacy and Other Legislation Amendment Act 2023 (IPOLA) and updates* for the disposal of common and administrative public records created by all public authorities.

NOTE: Bookings to be made at one of our Administration Offices at least 48 hours prior to use. All paperwork must be completed prior to collecting the bus.

Hirer Information

Organisation Name	Contact Name
Postal Address	
Daytime Contact Number	Mobile Phone Number
Email Address	
Hirer Type ☐ Sporting Club ☐ Community Group ☐ School	Hire Fees – daily rate + per klm thereafter (min charge \$130). \$130/ day (inc 200klms) and \$1.20/klms after that

Hire Details

Bus required from? (number of seats include the driver) ☐ Alpha (12 seats) ☐ Aramac (12 seats) ☐ Barcardine (12 seats)		Do you require the Council trailer? ☐ Yes ☐ No	
Start date	Start time am / pm	Finish date	Finish time am / pm
What is your destination and purpose of your journey?			
Will there be paying passengers? ☐ No ☐ Yes If yes, how many? _____			

Driver Details

Surname	Name
Date of Birth	QLD Drivers Licence No
Licence Type ☐ C ☐ LR ☐ MR ☐ HR ☐ MC	Expiry Date
Drivers Authorisation ☐ No ☐ Yes - Number: _____	
A current National Work Driver Diary ☐ No ☐ Yes - Number: _____	

Driver Conditions:

- I hereby declare I have read and understood the *Conditions of Hire for Council Bus* and agree to abide by them
- I will read the manufacturers manual and familiarise myself with all the features of the vehicle and feel confident that I have the skills to drive the vehicle on sealed roads
- I will practice manoeuvring / driving the vehicle prior to driving with children on board (if applicable)
- I hold a valid Queensland's Drivers Licence and suitably licenced to drive the vehicle
- I will abide by all laws relating to Transport Operations (Passenger Transport) Standard 2010. I understand my duty of care and that failure to follow the law and any applicable policy and guidelines may result in me being declared ineligible to drive the vehicle.
- I agree to abide by the road rules and any fines or parking tickets are my responsibility
- I understand that any breach of Conditions of Hire could result in refusal of further use of any Council facilities/equipment/plant
- I will complete the Vehicle Checklist with a Council Employee upon collection and return of the bus
- I understand that I am to present to the Administration Office to have my Driver's Licence verified by a Council staff member (minimum 7 days prior to hire date)

Driver Signature
Date

Hirer Acceptance of Conditions

I hereby declare that I have read and understood the *Driver Conditions and the Terms and Conditions to Hire the Bus* and agree to abide by them.

Hirer Name

Position

Hirer Signature

Date

OFFICE USE ONLY

Minimum charge \$130.00

\$400 Bond: \$

Total km's: km's

Booking Number:

Invoice Number:

Total Fees: \$

Has the driver signed the form?

☐ Yes ☐ No

Has a Council Officer verified their Drivers Licence

☐ Yes ☐ No

Are all sections of the hire form completed and the hirer signed the form
If no to either question, do not send to the Depot until done so

☐ Yes ☐ No

A copy of this form to be sent to the Record Keeper at the Works Depot

☐ Yes ☐ No

BRC Officer Signature

Date:

Vehicle Collection Checklist

Vehicle Registration No

Date

Time

Start Odometer

Collection & Return – Vehicle Inspection

	Collection		Return	
Fuel tank full	☐ Yes	☐ No	☐ Yes	☐ No
Water tank full	☐ Yes	☐ No	☐ Yes	☐ No
Oil full	☐ Yes	☐ No	☐ Yes	☐ No
Tyres checked	☐ Yes	☐ No	☐ Yes	☐ No
Outside clean	☐ Yes	☐ No	☐ Yes	☐ No
Inside – Dashboard wiped	☐ Yes	☐ No	☐ Yes	☐ No
Inside – Floors clean	☐ Yes	☐ No	☐ Yes	☐ No
Inside – Windows Cleaned	☐ Yes	☐ No	☐ Yes	☐ No
Inside – Check working seatbelts & undamaged	☐ Yes	☐ No	☐ Yes	☐ No
Trailer Hired – is it cleaned	☐ Yes	☐ No	☐ Yes	☐ No
Any damage to report?	☐ Yes	☐ No	☐ Yes	☐ No

Signature

Driver

Council Employee

Return Information

Date

Time

Finish Odometer

Total KLMS

Post Hire

Vehicle Clean ☐ Yes ☐ No

Any Damages ☐ Yes ☐ No

Vehicle full of fuel ☐ Yes ☐ No

Other matters to report ☐ Yes ☐ No

If not clean, full of fuel or damaged, invoice accordingly

Total cost \$

Photocopy – Provide a copy to Records, Debtors and if any mechanical issues a copy to Mechanic.

Fees and Charges – 2026 / 2027 Financial Year

Bus Hire	\$130/day (up to 200kms) and \$1.20/km after that	As per the fees and charges and will be invoiced upon completion of hire. Minimum charge is \$130.
Bond	\$400	Must be paid upon booking. Provided conditions of hire are adhered to, the Bond will be refunded within 30 business days OR held in Trust for further use.
Damage Excess	\$1000	To be paid by the hirer if damage is incurred whilst the vehicle is in possession of the hirer.
Cleaning Fee	\$156/hour/person	To be paid by the hirer if the bus is not returned cleaned inside & out; and with a full tank of fuel (this is determined by Depot Supervisor & Workshop Foreman)
Damages / Repairs		Any damages or repairs incurred whilst on hire will be at the expense of the Hirer
Fuel & Oil		Is the responsibility of the Hirer/Driver during hire period
Refueling (return)	Cost + \$210	If the bus is not returned full of fuel upon completion of hire, the bus will be filled by Council staff and hirer invoiced accordingly.
Delivery	\$280 each way	If a bus is required to be transferred to another centre for collection/return

Bus information

Size	Alpha – 12 seats	Aramac – 12 seats	Barcaldine – 12 seats
Registration	519 YSS	518 YSS	870GB7
Minimum Licence Class	"C" Class	"C" Class	"C" Class
GVM	3150	3150	3710kg
Tare Weight / Payload	2070kg / 1080kg	2070 / 1080kg	2665kg / 1045kg
Fatigue-Regulated Heavy Vehicle	No	No	No
Towing Capacity with brakes	1400kg	1400kg	1900kg
Towing Capacity without brakes	400kg	400kg	750kg

Terms and Conditions

Bookings:

- All bookings to be made through the Alpha, Aramac or Barcaldine Office and a \$400.00 cleaning bond must be made to secure the booking
- All forms must be fully completed - signed by the Hirer and the Driver. The Driver must present themselves to the Council Administration Office to have a Council staff member verify their Drivers Licence **7 days prior to hire date** and the Drivers Driver's Licence sighted and verified by the Booking Officer
- All bookings are to be confirmed 48 hours before actual use, indicating destination, duration and driver's name
- Barcaldine Regional Council has the right to refuse any organisation or individual the use of the Bus
- Bookings will be taken on a 'first come, first served' basis although Council and Home and Community Care clients have priority
- All costs incurred with repairs or damages caused to the interior of the bus whilst on hire will be made payable by the hirer
- Bus is only available for use by Community Groups (not-for-profit / sporting clubs) and Schools
- It is the Hirer's responsibility to provide a licensed driver for the bus. They are required to sign the application form and present to local Council Administration Office to have their Driver's Licence verified
- The application form is to be signed by an Authorised person of the Community Group (Club Executive) or School.
- If an invoice is not paid – the organisation or individual will not be eligible to hire the bus again until the fee is paid

Driver:

- Driver must sign the hire form; present themselves to the Council Administration Office to have a Council staff member verify their Drivers Licence **7 days prior to hire date**
- It is the responsibility of the Hirer and Driver to ascertain if a "Driver's Authorisation" is required for transport of passengers and to obtain the Drivers Authorisation (Driver's Authorisation is NOT a Driver's Licence)
- Drivers must not consume any liquor for a 12-hour period before undertaking the trip or at any time during the hire period
- Drivers are responsible for any fines and demerit points, tickets or any other traffic violations incurred whilst hiring the bus
- The driver must ensure all passengers wear seatbelts at all times
- It is the responsibility of driver/hirer to ensure Bus does not carry excess number of passengers
- Food & non-alcoholic drinks are permitted on the bus at the discretion of the hirer/driver
- **NO SMOKING, ALCOHOL OR DRUGS ARE PERMITTED ON THE BUS**
- Driver to abide by any rules governed by Queensland Transport including any Fatigue Management & Driver Transport Authorisation (paying passengers) etc. and any fines incurred are the responsibility of the Driver/Hirer
- Driver to abide by all applicable laws including *Transport Operations (Passenger Transport) Act 1994*, *Transport Operations (Passenger Transport) Regulation 2018*, *Transport Operations (Passenger Transport) Standard 2010* and *Transport Operations (Road Use Management – Road Rules) Regulation 2009*

Collection:

- When the bus is collected, it will be supplied with a full tank of fuel.
- Driver and Council staff member to inspect the bus

- Alpha Bus to be collected from Council Administration Office
- Aramac Bus to be collected from Council Works Depot
- Barcaldine Bus to be collected from Council Works Depot
- Contact the respective Office/Depot to make an appointment for suitable time to collect the bus as a Pre Hire Inspection is required to be completed by both Hirer and Council staff member
- If bus is required to be transferred to another centre for hirer to collect the bus a delivery fee will apply

Vehicle Information:

- Vehicle inspection form to be completed upon collection and return of the Bus

The following items to be checked upon collection and return:

- Fuel tank and water tanks full
- Oil full
- Inside – dashboard wiped; floors & windows clean; working seatbelts; emergency hammer and any damages
- Outside – all clean and any damages
- Trailer – clean inside and out and any damages

Return:

- Bus must be clean inside and out
- Bus must be returned full of fuel. If not returned full of fuel, Hirer will be invoiced accordingly.
- Alpha Bus to be returned to Council Administration Office
- Aramac Bus to be returned to Council Works Depot
- Barcaldine Bus to be returned to Council Works Depot
- Driver and Council staff member to inspect the bus upon return
- If a National Driver Work Diary has been used, a copy must be presented to Council upon return
- Contact the respective Office/Depot to make an appointment for suitable time to collect the bus as a Post Hire Inspection is required to be completed by both Hirer and Council staff member
- If bus is required to be returned to another centre upon completion of hire a delivery fee will apply

Cleaning:

- The cleaning of the Bus is the responsibility of the hirer before it is returned to Council
- The interior of the bus must **not** be hosed out
- If the vehicle must be cleaned by a Council employee in any way, the fee will be deducted from the \$400.00 cleaning bond. If the fee is greater than the Bond, the Hirer will be invoiced for the difference.

Inside:

- Remove any rubbish, sweep out, vacuum and mop the floor. **DO NOT HOSE OUT!**
- Check no chewing gum is stick down on the insides of seats or anywhere else on the Bus
- Clean walls, backs of seats, windows and dash
- Check all seatbelts are pulled back through ready for next user
- Wipe down driver's door and side door.

Outside:

- Clean bus exterior, removing mud and bugs with a soft broom
- Hose under bus and wheel arches
- Make sure front and back windscreens and all passenger windows are smear free

Break downs:

- In the event the bus breaks down or is involved in an accident, Council will determine whether the vehicle is to be recovered and where the repairs will take place. Damages or mechanical problems to be reported to local Council Administration Office as soon as it happens or after hours on 0428683465 or upon return of the Bus
- All costs incurred with repairs to or damage caused to the bus whilst on the hire will be made payable by the Hirer

Tyre Maintenance:

- If any tyre gets a puncture or is worn due to mileage, then Council will replace it
- If there is a blow-out or a tyre is completely destroyed then Council will pay 50% of the cost of replacing the tyre

Other:

- Food & non-alcoholic drinks are permitted on the bus at the discretion of the hirer/driver
- **NO SMOKING, ALCOHOL OR DRUGS ARE PERMITTED ON THE BUS**
- If Council feels any of the terms, conditions, rules or policies have not been abided by, they have the right to refuse rehiring the bus to that organisation or individual
- Do not exceed the GVM
- **BUSES ARE NOT TO BE HIRED TO BE TAKEN ON THE SCULPTURE TRAIL. This is due to the condition of the road.**
- **BUSES ARE NOT TO BE HIRED TO BE TAKEN ON DIRT ROADS OUT OF TOWN.**

Information Bulletin

Fatigue Management

PT 21/09.18

What is driver fatigue?

Driver fatigue, or tiredness, is a general term used to describe the experience of being “sleepy”, “tired” or “exhausted”. Symptoms include restlessness, boredom, inability to maintain a steady speed and sore or tired eyes. Fatigue is not just a problem for drivers on long trips as any drivers can also suffer from fatigue even on short trips.

The effect of fatigue is both a physiological and a psychological experience and can severely impair judgement when driving. Driver fatigue can cause lapses in concentration which could prove fatal.

Fatigue is involved in up to 30 per cent of fatal crashes and up to 15 per cent of serious injuries requiring hospital treatment. Being awake for more than 17 hours is similar to having more than two standard drinks and having a blood alcohol content of more than 0.05.

The problem with fatigue is that it slowly develops and drivers often do not realise they're too tired to drive safely. Drivers must learn to recognise the warning signs and take a break before it is too late.

Legislative requirements

Under section 10 of the *Transport Operations (Passenger Transport) Standard 2010* (the Standard), a driver of a public passenger vehicle must not operate a vehicle while fatigued.

Section 21 of the Standard imposes a requirement on operators of a public passenger services to take reasonable steps to ensure that each driver complies with the fatigue management requirements.

If a driver operates a vehicle or a combination with a gross vehicle mass of more than 12 tonne or a bus that can carry more than 12 adults (including the driver) they must also comply with the requirements of the *Heavy Vehicle National Law Act 2012*.

This national legislation came into effect on 1 October 2013 and is managed by the National Heavy Vehicle Regulator. The new laws introduced some changes which bring Queensland in line with the other participating jurisdictions, reducing confusion for drivers

The general duty on all parties under the Chain of Responsibility laws to take reasonable steps to ensure road transport laws are complied with and to manage driver fatigue remain unchanged under the new national laws.

This information bulletin provides suggestions for both drivers and operators on how to identify and prevent driver fatigue. This information bulletin is intended as a guideline only and may not be taken as a point of law.

Additional information about managing heavy vehicle driver fatigue may be found on the Department of Transport and Main Roads' website at www.tmr.qld.gov.au or on the National heavy Vehicle Regulator's website at www.nhvr.gov.au.

Fatigue-regulated heavy vehicles

National heavy vehicle driver fatigue laws apply to fatigue-regulated heavy vehicles, which are:

- A vehicle with a Gross Vehicle Mass (GVM) of over 12t
- A combination when the total of the GVM is over 12t
- Buses with a GVM over 4.5t fitted to carry more than 12 adults (including the driver)
- A truck, or a combination including a truck, with a GVM of over 12t with a machine or implement attached

Useful links:-

- Drivers Authorisation Card - <https://www.tmr.qld.gov.au/Licensing/Passenger-transport-driverauthorisation.aspx>
- National Driver Work Diary - <https://www.nhvr.gov.au/files/nhvr-national-driver-work-diary-08-2013.pdf>
- Supplementary Sheets - <https://www.nhvr.gov.au/files/201405-0028-supplementary-work-diary-record.pdf>
- Drivers - <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-restrequirements/standard-hours>

Contacts:

If a hirer or driver are unsure of their legal obligations, please contact the following:-

- a) Department of Transport & Main Roads – 13 23 80
- b) National Heavy Vehicle Regulator - 1300 696 487