



KULIN COMMUNITY BUS – BOOKING FORM

HIRE COST: \$1.45 per km (including fuel)
TRAILER HIRE: \$68.00 per day
DEPOSIT: \$50.00 to be paid when collecting the keys.

Commercial Hirers: Please return the bus with a full tank of fuel.
Community Use: If required to purchase fuel or pay for authorised emergency repairs please provide a receipt and a refund will be issued.

PLEASE RETURN THE KEY TO THE SHIRE OFFICE. IF RETURNING OUTSIDE OF OFFICE HOURS (8:30am – 4.30pm Monday – Friday) PLEASE ENSURE AN ARRANGEMENT HAS BEEN MADE WITH OFFICE STAFF FOR RETURNING THE KEY. **PLEASE INSPECT THE BUS BEFORE AND AFTER USE**

CHARGE TO:

BILLING

ADDRESS:

DRIVER'S NAME:

EMAIL:

DESTINATION:

TRAILER REQUIRED: YES / NO

ODOMETRE
READING:

Departure:

Return:

Total Distance:

DATE:

Departure:

Return:

Report any damages and breakages:

Complaints and recommendations:

DRIVER SIGNATURE: _____

**PLEASE ENSURE THE BUS IS CLEANED ON RETURN.
YOUR DEPOSIT WILL BE FORFEITED IF NOT CLEAN.**

(Broom is on top of the cupboard in bus shed. Hose located in courtyard of office near the carport)

OFFICE USE ONLY

This bus has been inspected upon return and is clean and not damaged.

- | | | |
|--|--|---|
| ☐ Floor has been swept | ☐ Seats clean | ☐ Outside clean |
| ☐ Emergency Hammers present (3) | ☐ Windows clean | ☐ Manual present |
| ☐ Fire Extinguisher | ☐ Mopped | ☐ Spotlights |
| ☐ Microphone | ☐ First Aid Kit | |

COMMENTS: _____

SIGNATURE: _____



Kulin Community Bus

General Information

We welcome you to use this community vehicle and hope you enjoy your trip. Please follow the conditions of use below:

1. All bookings are to be made at the Shire Office. Phone: 9880 1204
2. The driver must have a current bus (Light Rigid (LR) class or greater) license and in no circumstances is the driver to be under the influence of drugs or alcohol.
3. The bus is to be picked up from the Shire Office. If the bus is to be used outside office hours please arrange pick up of keys prior to hire.
4. Users must ensure that the bus is clean and tidy before returning. A broom is supplied on top of the cupboard in the bus shed. A hose and tap is located just inside the courtyard of the office near the carport. The bus must be swept and mopped. Cleaning products are at the expense of the hirer. All rubbish is to be removed from the bus and the seats. If it is necessary to wash the exterior of the bus then this must occur. **YOUR DEPOSIT WILL BE FORFEITED IF NOT CLEAN. FURTHER CHARGES WILL APPLY IF THE COST OF CLEANING EXCEEDS THE DEPOSIT.**
5. Any damage or breakages are responsibility of the user and all replacement and repair costs will be charged.
6. Please ensure that the drivers check list is completed. Driver to return form and keys to the Shire Office immediately following hire.
7. All hirers subject to excess of insurance policy in the event of an accident.
8. **STRICTLY NO SMOKING** on the bus.
9. Bus is charged at \$1.45 per KM for 2026/2027. If you need to put fuel in the bus a receipt is required for this amount to be deducted from the cost of hiring. Commercial Hire of the bus does not include fuel – bus to be returned with a full tank of fuel.
10. **In case of an emergency call 000. For any breakdowns or accidents please contact the Shire Office (08 9880 1204 – office hours) or Manager of Works (0427 801 241 – after hours) immediately for instructions prior to having the problem fixed.**

Remember this bus has been purchased for the use, convenience and enjoyment of the community. Please treat it with care to keep the vehicle to a high standard.

The Shire of Kulin retains the right to change, alter or adopt new rules at any time and to also refuse a request to hire the bus if they so wish.

PRIVACY COLLECTION NOTICE

The Shire of Kulin is committed to protecting your privacy. Personal information collected through this form is used to deliver Shire services and activities.

Your information will only be used for its intended purpose, a related lawful purpose, or disclosed where necessary to provide services or as required or authorised by law. Providing your information is voluntary; however, without it, the Shire may be unable to process your request or provide the relevant service.

The Shire takes reasonable steps to protect your information in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)*. You may request access to or correction of your personal information. For more information, see the Shire's Privacy and Responsible Information Sharing Policy at www.kulin.wa.gov.au.