



Policy No. 2018- 52

Community Bus Policy

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 1 of 17

1. INTRODUCTION

Council's Community Bus is intended to support individual's / organisations / groups which are:

- Local to the municipality;
- Non-profit community based;
- Providing services which directly and significantly benefit either the whole of the Central Highlands community or a specific target group within the municipality.

The Community Bus is not available for organisations and groups outside the municipality (unless the purpose of the outing is to benefit Central Highlands residents).

Similarly, the bus is not available to organisations and groups within the municipality for programs which benefit residents from outside the municipality.

The community bus must not be used for commercial or profit-making purposes.

2. GUIDELINES

Availability

The eight-seater Toyota Tarago vehicle owned by Council is available for:

- Non-emergency health care appointments;
- Transport for Community ~ Sporting ~ Special Interest Groups;
- Transport for social outings (e.g. shopping, social activities, visiting friends & family);
- Transport for school activities;
- Other community transport as agreed by Council; and
- **Priority is given to those groups / individuals who have no alternate transport.**

General

- The Community Bus must be booked through the Hamilton office during normal business hours from 8.30am to 5.00pm, Monday to Friday. Bookings cannot be made on weekends, public holidays or outside normal business hours.
- All persons travelling on the "Central Highlands Community Bus" are responsible for ensuring that the road safety rules and regulations are adhered to;

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 2 of 17

- No food or drink (other than water) is to be consumed while travelling in the “Central Highlands Community Bus;”
- The vehicle has a United fuel card (to be kept in the vehicle) this is accepted at United service stations only. When using the card you will need to give the attendant the mileage and put the password in. The vehicle also has an account at the Bothwell Garage and Ouse Roadhouse for fuel and it is the responsibility of the driver to ensure the vehicle is filled at every reasonable opportunity. If at any stage the driver has to pay for fuel this will be reimbursed by Council (a receipt must be provided);
- A driver must have a current and complete Tasmanian photo driver’s licence and be over the age of 25 years;
- The vehicle is equipped with a tow bar/ball and available for towing by request only;
- All road infringement notices / parking fines incurred by the driver will be paid in full by the driver. Council holds no responsibility for any road infringement notices and/or parking fines;
- The vehicle must be returned at the specified time unless notified otherwise;
- The vehicle must be left clean on return (inside and outside);
- The log book kept in the vehicle must be completed by the designated driver for each trip, documenting date of journey, purpose of trip including organisation name, odometer start and finish and total kilometres travelled.
- It is the responsibility of the driver to inspect the vehicle before and after each trip for any damage. Any damage or concerns regarding the vehicle must be reported to Council at the earliest possible time.
- Vehicle keys are available from the Hamilton office between 8.30am and 5.00pm from Monday to Friday. For early morning departures please make sure arrangements are made for collection of keys. For late night returns, special arrangements will need to be made between the driver/organisation and the Council office in Hamilton regarding returning keys.
- The vehicle is to be locked (including windows) when unattended.

Contact Persons Responsibilities

- The person booking the vehicle shall be known as the contact person and it is their responsibility to make booking arrangements with the Hamilton office;

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 3 of 17

- It is the responsibility of the contact person to read and understand the Community Bus Guidelines;
- It is the responsibility of the contact person to complete and sign a booking form;
- It is the responsibility of the contact person to inform the driver (if different from the contact person) that they will be required to sign the Drivers Details section of the Booking Form;
- No food or beverages (other than water) are to be consumed in the vehicle;
- It is the responsibility of the contact person to ensure the vehicle interior is returned in clean condition; and
- In the event that any damage occurs to the interior of the vehicle while it is being hired, (e.g.; excessive dirt/mud, torn or marked seats/floor/roof) the hirer will take full responsibility and shall be invoiced the full costs to repair/ cleaning any such occurrences.

Drivers Responsibilities

- If urgent minor repairs are needed to the vehicle whilst on a trip, firstly telephone the Hamilton office on 03 6286 3202 to authorise repairs;
- The driver of the bus is required to sign the Drivers Details section of the Booking Form;
- The person responsible for driving the bus must have; a full Tasmanian Photo license, be the age of 25 or over and have had no drink driving offences in the last five years;
- The driver is required to fill out the log book on board the bus;
- The driver is responsible for all road and parking infringements while they're driving the bus;
- The driver must have 0.00 blood alcohol / illicit drug reading while driving the bus; and
- The driver is required to list all passengers on the booking form including receipt number and confirmation of payment (Where this breaches organisations confidentiality policy numbers of passengers will be required).

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 4 of 17

Drugs & Alcohol

- The driver shall have a zero Blood Alcohol Concentration and must be free of any type of illicit drugs whilst driving the vehicle.
- The driver has the right to refuse entry to any passengers that are:
 1. Intoxicated
 2. Behaving in an offensive or dangerous manner to themselves or others
- In such unlikely cases it is also necessary to ensure the person/s are left in a safe environment and the nearest Police Station notified.
- The vehicle is a **smoke free** vehicle.

Drivers – Accidents

- In the event of an accident with another vehicle or any other object Council **MUST** be notified as soon as practical.
- In the event of an accident it is a mandatory requirement that the Police be notified.

Volunteer Driver Authorisation

Organisations / groups using Council's Community Bus are encouraged to provide their own driver, who will need to apply for authorisation using the Volunteer Driver Form, or a volunteer driver may be provided by Council (if available).

Volunteer Drivers will be authorised on an annual basis for up to one (1) year.

Organisations / groups are required to include a list of nominated drivers at the time or applying for accreditation. Additional drivers can be authorised during the year. To become a volunteer driver, persons must hold a current Tasmanian Photo Drivers Licence, complete a Volunteer Driver Form. When applying for authorisation, drivers will need to produce their licence, provide a certified copy of their National Police Certificate, Working with Vulnerable People Registration Card which will be photocopied and undertake an online induction.

Payment Details

Payment for the vehicle will be invoiced to the designated person on the Community Bus Booking Form at the end of each month and a receipt will be provided. All fees and charges must be paid within 14 days from the date of invoice.

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 5 of 17

3. HIRE FEES

Hiring Fee:

- The fee for transport less than 20km return is \$7.00 per person;
- The fee for transport 20km – 100km return is \$12.00 per person;
- The fee for transport greater than 100km return is \$15.00 per person;
- A Carer is not required to pay when travelling with the person they are caring for;
- The fee for families will be a maximum of \$20.00 for 2 people / \$30.00 per family;
- No-one shall be disadvantaged by the inability to pay for this service and the fee may be reduced or waived on agreement by Council's General Manager; and
- For organised community groups / organisations the vehicle is hired at a fee of 96c per kilometer PLUS a \$5.00 booking fee.

4. BOOKINGS

Bookings are co-ordinated through Councils Hamilton office by completing a Community Bus Booking application form and drop it off at the Hamilton office.

It is advised that on each hiring occasion that contact is made with the Hamilton office advising of proposed hiring dates before sending through the booking form.

Bookings will be assessed on their individual merit and in accordance with Council's Community Bus policy.

Bookings may be made up to four weeks before, but not less than one week before, the date of use.

Bookings will be assessed in order of receipt and are dependent upon bus availability.

Bookings should nominate the Volunteer Driver details if possible – this is the only person, who will be authorised to collect, drive and return the bus.

All fees and charges must be paid within 14 days from the date of invoice.

Council reserves the right to reject any booking.

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 6 of 17

COMMUNITY BUS BOOKING FORM

About this form

You can use this form to apply for a community bus booking.

Please note: A separate application form needs to be completed for each different purpose or project/journey.

Part 1: Applicant Details

Name of Organisation / Group:

Contact Persons:

Position:

Mr, Miss, Ms, Mrs: First Name: Last Name:

Street Address:

Town/Suburb: Postcode:

Telephone (Home) Mobile:

Email:

Part 2: Booking Type

(please tick below)

- | | | | |
|-----------------------------------|--------------------------|--------------------------------------|--------------------------|
| Private Individual | <input type="checkbox"/> | Family | <input type="checkbox"/> |
| School | <input type="checkbox"/> | Youth Group | <input type="checkbox"/> |
| Non-profit community organisation | <input type="checkbox"/> | Service for people with disabilities | <input type="checkbox"/> |
| Senior Group | <input type="checkbox"/> | Community Child Care | <input type="checkbox"/> |
| Sporting Group | <input type="checkbox"/> | Cubs / Scouts / Guides etc. | <input type="checkbox"/> |
| Social Club | <input type="checkbox"/> | Church Group | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 7 of 17

Part 3: Organisation / Group Details

Is your organisation / group (please tick box applicable below)

- | | | | |
|---------------------------|--------------------------|---------------------------|--------------------------|
| A registered charity | <input type="checkbox"/> | Incorporated organisation | <input type="checkbox"/> |
| A registered co-operative | <input type="checkbox"/> | An informal group | <input type="checkbox"/> |

If your organisation does not fit the above categories please provide a description below:

.....

What services and activities does your organisation / group provide?

.....
.....
.....

How many members are in your organisation / group?

How does your organisation / group obtain funds? (please tick box below)

- | | | | |
|--------------------|--------------------------|-------------------|--------------------------|
| Government funding | <input type="checkbox"/> | Fund raising | <input type="checkbox"/> |
| Charging fees | <input type="checkbox"/> | Seeking donations | <input type="checkbox"/> |

If you raise funds in other ways, please provide a description below:

.....

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 8 of 17

Part 4: Community Bus Requirements

Please advise of the purpose/s for which the Community Bus will be used?

.....
.....
.....

Do you have access to other vehicle? community transport, family support, own vehicle?

.....

If you do not obtain the community bus when required, what transport will you use?

.....

Please provide any other information which could be useful in assessing your application for use of the community bus:

.....
.....
.....

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 9 of 17

Part 5: Nominated Drivers

Please note: You are required to supply your own driver if possible. Please nominate your driver's below. Each driver must complete a separate VOLUNTEER DRIVER FORM and lodge it in person at the Hamilton office, before being allowed to drive the Community Bus.

DRIVER ONE

Given Name: First Name:

Address:

Town/Suburb: Postcode:

Telephone (Home) Mobile:

Licence Licence Class

Licence expiry date:

DRIVER TWO

Given Name: First Name:

Address:

Town/Suburb: Postcode:

Telephone (Home) Mobile:

Licence Licence Class

Licence expiry date:

Please Note: If there are additional drivers, please photocopy this page and attach their details with the application.

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 10 of 17

Part 6: Applicant Declaration

I have read and agree to abide by Council’s ‘Community Bus Policy’, and understanding that I / community organisation / group and our nominated driver/s take responsibility when in possession of a Council bus. I understand that failure to comply with Councils policies / procedures and instructions may result in the suspension of future use of the Community Bus by me / our community organisation / group and that we may be required to cover costs of the vehicle if returned in an unsatisfactory condition.

Applicant Name:

Applicant Signature:

Date:

Office Use Only

Receiving Officer:

Date Received:

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 11 of 17

5. VOLUNTEER DRIVER FORM

VOLUNTEER DRIVER FORM

Mr, Miss, Ms, Mrs: First Name: Last Name:

Street Address:

Town/Suburb: Postcode:

Telephone (Home) Mobile:

Email:

Date of Birth: / /

Emergency Contact Person:

Relationship (e.g. Parent, Partner):

Telephone (Home) Mobile:

Email:

Proof of Identity

Proving your identity is an important step in the application process to be a volunteer driver. This step establishes your identity including your age, residential address and that you have a Tasmanian drivers licence that is current.

You must provide proof of your identity when completing the application process with Council. The best way to prove your identity is by presenting a current Tasmanian Photo Driver Licence with your correct name and address details on it.

Certified Documents

Must be certified by one of the following people, that your document is true and correct:

Justice of the Peace, police officer, minister of religion (who is authorised to celebrate marriage), barrister, solicitor, doctor, judge or Council officer with at least five years of service.

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 12 of 17

Tasmanian Drivers Licence (required)

Do you have a Tasmanian Photo Drivers Licence?

Yes No (please circle)

Please provide certified copy with application.

Driving Offences

Have had any drink driving offences in the last five years?

Yes No (please circle)

Have you had any driving offences in the last two years?

Yes No (please circle)

National Police Certificate (required)

Please provide a copy of your National Police Certificate

Working with Vulnerable People Registration Card (required)

Do you have a Working with Vulnerable People Registration Card?

Yes No (please circle)

Please provide certified copy with application.

Medical Conditions, allergies, disabilities or past injuries

Do you have any medical conditions, allergies, disabilities or past injuries **that may affect your participation?**

Yes No (please circle)

If yes – Please complete the questions on the over the page.

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 13 of 17

CONDITIONS OF PARTICIPATION AS A VOLUNTEER DRIVER OF THE COMMUNITY BUS:

I agree to comply with the following terms that refer to my participation as a volunteer driver with Central Highlands Council:

1. I am a volunteer and not an employee of the Council, no payment will be made to me by Council.
2. As required by the Workplace Health and Safety Act 2012, I must follow all established practices, procedures and instructions of Council when driving the Community Bus.
3. Only while I am undertaking my role as a volunteer driver of the Community Bus will I be covered by Council's public liability insurance.
4. Should an injury occur to me while acting as a volunteer driver I must notify the Council immediately.
5. While acting as a volunteer driver, a limited personal accident insurance cover will be effected by Council subject to the terms and conditions of the policy. Council retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
6. I will perform the task of driving the Community Bus with all due care, skill and diligence.
7. I can only drive the Community Bus if I am over 25 years old, hold a current and complete Tasmanian photo driver's licence.
8. I have notified Council of any relevant medical conditions and pre-existing injuries, and I consent to the Council rendering or authorising such medical treatment as necessary and accept responsibility for all associated expenses;
9. I will not smoke, consume or store alcohol or illicit drugs while working as a volunteer driver for Council.
10. I shall respect the rights, feelings and property of all others while working as a volunteer driver for Council.
11. I shall cooperate with the Council staff members to ensure a safe, happy and hygienic team environment.
12. All volunteers must comply with the Personal Information Protection Act 2004 to protect the personal information of Council's customers, volunteers, employees and contractors.

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 14 of 17

13. Driving the Community Bus is at the discretion of the General Manager.

14. Photographs or videos taken of me why volunteering for Council may be used by Council for promotional purposes.

I understand that failure to comply with any of these conditions may result in Council removing me from the Volunteer Drivers Register.

SIGNATURE

DATE: / /

Office use only – to be initialled and dated by the Council Officer who undertakes each step

<i>STATEMENT</i>	<i>INITIALS</i>	<i>DATE</i>
1 All declared pre-existing medical conditions discussed with volunteer		
2 Online WHS Induction has been completed		
3 All information has been checked and complete		

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 15 of 17

Management Plan for Pre-Existing Injury or Medical Condition

1. What is the medical condition, allergy, disability or past injury?

.....
.....

2. Information about the Condition/Injury

a) How serious is the condition if aggravated? (Tick one or more of the following.)

- Potentially life threatening Could require medical (doctor, hospital) treatment
- Could require own medication Could require rest or time off work

b) In your own words tell us how we recognise that your condition has recurred or been aggravated.

.....
.....

c) When was the most recent episode?

.....

3. What actions, triggers or situations do you need to avoid?

.....

4. What is the management plan to minimise any aggravation to the condition/injury?
eg. self medication, avoidance of allergy triggers (specify) etc

.....

5. What is the emergency plan if serious aggravation does occur?

.....

Volunteer

Signature Name Date / /

General Manager

Signature Name Date / /

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 16 of 17

6. VOLUNTEER DRIVER REGISTER TEMPLTE

VOLUNTEER DRIVER REGISTER

Central Highlands Council thanks you for offering your services as a volunteer driver. As a volunteer driver the following conditions apply:

1. I am a volunteer and not an employee of the Council, no payment will be made to me by Council.
2. Only while you are driving the Community Bus you will be covered for Council’s public liability insurance.
3. While acting as a volunteer driver, a limited personal accident insurance cover will be effected by Council subject to the terms and conditions of the policy. Council retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
4. Should an injury occur to you while you are acting as a volunteer driver you must notify the Council immediately.
5. As required by the Workplace Health and Safety Act 2012, you must follow all established practices, procedures and instructions of Council when driving the Community Bus.
6. You are expected to perform the task of driving the Community Bus with all due care, skill and diligence. You can only drive the Community Bus if you are over 25 years old, hold a current and complete Tasmanian drivers licence.

I confirm I have read and understand the conditions on this sheet prior to signing below.

Name	Activity	Date	Signature	Approved by

Document:	Start Date: 19 Nov 2019	Page Reference:
Community Bus Policy	Review Date: 31 Dec 2021	Page 17 of 17