Community Bus Scheme Driver Authorisation Application

CITY OF SYDNEY

About this form

This form is the second stage of a two-part process. Your organisation must first complete the "Community Bus Scheme Accreditation Application". Authorised drivers are nominated on the Accreditation Application. Each nominated driver must then complete this form and submit it in person. Each driver must present a NSW Driver's Licence when submitting this form.

How to complete this form

1: Ensure that all fields have been filled out correctly.
2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
3: Once the form is completed, please refer to the Lodgement details section for further information on how and where to lodge this form.

Part 1: Applicant Details

Given Name/s*

Family Name*

Address

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Home Number

Business Number

Mobile Number

Email Address

Licence Details (Please note: You will need to bring your NSW licence to be copied for Council's records.)

Licence Number*

Licence Class* (eg LR)

Expiry date of Licence*

Accredited Organisations/Groups for whom you will be driving* (please provide details in the box below)

Accreditation Number*

Part 2: Applicant Declaration

In consideration of the City of Sydney (hereinafter called "The Council") allowing me to register as an approved driver to use Council's motor vehicles, namely a "bus", on approved occasions, I hereby agree to make the following undertaking to Council:

1. I am licensed to drive vehicles which require a class LR license or higher.
2. I will not use the Council vehicles for the purpose of driving tuition.
3. I will not drive the Council vehicles whilst under the influence of any drug or intoxicating liquor.
4. I will submit myself to breathe or blood alcohol test if required by a member of the NSW Police Department.
5. I will not use the Council vehicles to carry a greater number of passengers or convey or tow a load in excess of that for which it was constructed or licensed.
6. I will not use the Council vehicles in any motor sport.
7. I will take all due care of the Council vehicles during the approved borrowing period.

Part 2 continued over page...

Part 2: Applicant Declaration Continued...

8. I will return the Council vehicles on time and in a clean and tidy condition and refuelled. I understand that should I not do so that a cleaning fee may be charged and future borrowings may be refused.

9. I have read Council's Community Bus Scheme Procedure. I agree to comply with those Instructions and will at all times be courteous to other road users, and uphold the image of Council.

10. I have read and agree to abide by the above conditions, understanding that both the community organisation/group and the nominated driver detailed in this application are responsibile when in possession of a Council bus. I understand that failure to do so may result in the suspension of future use of the Scheme by my organisation/group and that we may be required to cover costs if the vehicle is returned in an unsatisfactory condition.

Applicant Name*	Applicant Signature *	Date*

Part 3: Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of delivering community bus services in the Council area (Council Land).

Intended recipients: City of Sydney employees. Any approved contractors required to provide this service.

Supply: The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

Access/Correction: Please contact Customer Service on 02 9265 9333 or at **council@cityofsydney.nsw.gov.au** to access or correct your personal information.

Storage: The City Life Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan **cityofsydney.nsw.gov.au/policies/privacy-management-plan**.

Part 4: Lodgement Details

You can lodge the completed application by:

EMAIL: **communitybuses@cityofsydney.nsw.gov.au**

MAIL: City of Sydney
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
cityofsydney.nsw.gov.au/customer-service-centres

WHAT NOW: Once your application is received a Council Officer will contact you if further information is required.

For further information regarding your application please contact us by visiting **cityofsydney.nsw.gov.au/contact-us**

Office Use Only

Receiving Officer (print name)	Date Received	Note: This application must be sent to the Over 55s Services Manager, Town Hall House, level 5.

Please tick boxes below

Licence copied No ☐ Yes ☐

Witness Signature* (to confirm licence has been sighted)	Date