



Objectives

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

1. Local to the City of Sydney government area;
2. Non-profit community based;
3. Providing services which **directly** and **significantly** benefit either the whole of the City of Sydney community or a specific target group within the City of Sydney area.

The buses are not available for organisations and groups outside the City of Sydney (unless the purpose of the outing is to benefit City of Sydney residents). Similarly, the buses are not to be made available to organisations and groups in City of Sydney for programs which benefit residents from outside the area.

The community buses must not be used for private, commercial or profit-making purposes.

Availability

Council's buses are available for bookings seven (7) days per week, on either a half day or full day basis, for permanent or casual bookings. Priority bookings are available to support the delivery of priority projects and programs.

Buses are only made available to accredited organisations and groups and authorised drivers (see Eligibility Requirements and Driver Authorisation).

All booking enquiries are subject to bus availability and internal demands.

Eligibility Requirements (“Accreditation”)

Before any organisation / group may use any of Council's buses, it must first apply for and receive formal “accreditation” by the City of Sydney. Organisations / group will be accredited on an annual basis, for up to one (1) year. Applications will be accepted at any time during the year.

To receive accreditation an organisation / group must be

1. non-profit;
2. community based; and
3. able to demonstrate that they are providing services which directly and significantly benefit either the whole of the City of Sydney community or a specific target group within the City of Sydney area.

Priority of Access

Accredited users will be classified into the following User Categories which will determine their priority of access to the Scheme:

User Category	Organisation / Group Type
A	Non-profit, community based organisation group undertaking joint projects with Council during the accreditation period targeting priority groups and community needs / issues.
B	Non-profit, community based organisations or groups targeting priority groups and community needs issues who are directly benefiting residents of the City of Sydney Local Government Area;
C	Non-profit, community based organisations or groups targeting non priority groups or where the purpose of the trip isn't directly benefiting City of Sydney Residents;

Priority of access will be given to organisations / groups whose members and clients find it difficult to access other means of transport, are financially disadvantaged and / or who experience social isolation.

Additional factors which may be taken into consideration may include:

- Organisation / group resources;
- Other transport options available;
- Purpose of the trip / program;
- Level of community benefit.

Driver Authorisation

Organisations / groups using Council's Community Buses are encouraged to provide their own driver(s), who will need to apply for authorisation, or a driver may be provided by Council at an additional cost (if available).

Nominated 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 an authorised driver, persons must hold a current class LR (Light Rigid) licence or higher, endorsed by the New South Wales Roads and Traffic Authority (RTA), complete a Driver Authorisation and Agreement Form.

When applying for authorisation, drivers will need to produce their licence, which will be photocopied and undertake a site induction of Bay st Depot and operations of the Community Bus Scheme. This induction will cover your roles and responsibilities as a hirer. Drivers may also need to undertake driver assessments/training (at the cost of the City) as part of the City's Fleet Accident Management Strategy.

Charges

Accredited organisations / groups are required to make a contribution towards the operating costs of the Community Bus Scheme.

1. Payment for bus hire will be invoiced on a monthly or quarterly basis and must be paid within 14 days from the date of invoice
2. All users will be supplied with a City of Sydney fuel card and hold the responsibility of returning the hired vehicle full of fuel. A km charge for fuel usage will be charged to the hirer upon completion of each hired occasion. (A refuelling fee as set out in Councils fees and charges plus the cost of fuel will be charged if a bus is not returned full of fuel).
3. All users must leave the bus in a clean and tidy condition. (A cleaning fee as set out in Councils fees and charges will be charged if the bus is not returned in a clean condition).

Any outstanding cleaning or refuelling charges must be paid before further bookings of the bus. If the bus is returned more than once in an unclean state or without refuelling, the organisation / group's accreditation may be revoked.

Where damage results from vandalism by the user, irresponsible use, or malicious damage, then it will be the responsibility of the organisation / group using the bus to cover all costs incurred by Council in preparing it for further use. Future access to the Scheme may be denied if a bus is returned damaged.

The current Community Bus Scheme hire fees (including GST) can be found on the City of Sydney website

<http://web-dev/Council/FeesCharges.asp>

or by attending one of Councils Neighbourhood Service Centres

General Enquiries or After Hours Assistance

Tel: 02 9265 9333 (24 hours, 7 days per week)

Fax: 02 9265 9222

Email: council@cityofsydney.nsw.gov.au

DX # 1251

Street Address

City of Sydney

Town Hall House

456 Kent Street

Sydney NSW 2000

Postal Address

City of Sydney

GPO Box 1591

Sydney NSW 2001

National Relay Service (NRS)

Tel: 1800 555 677

Web: www.relayservice.com.au

Voice / Textphone users

Tel: 133 677 (24 hours 7 days per week)

People who have Speech / Communication impairment only (are not hearing impaired)

Speak and Listen Service (SSR) on 1300 555 727

CBD

Tel: 02 9265 9333

Email: council@cityofsydney.nsw.gov.au

Level 2, Town Hall House
456 Kent Street
Sydney NSW 2000

Monday to Friday: 8am to 6pm

Bookings

1. Bookings are co-ordinated through Councils Community Transport Service Coordinator. Bookings can be faxed to 9273 7562. It is advised that on each hiring occasion that contact is made with the Community Transport Service Coordinator advising of proposed hiring dates before sending through and booking forms.
2. Hirers need to be aware Council's own transportation commitments will be accommodated in the first instance.
3. During school vacation periods, priority will be given to programs and activities for children and youth.
4. Bookings by community users will be assessed on their individual merit and allocated according to the User Category assigned by Council as part of the accreditation process.
5. Bookings may be made up to eight weeks before, but not less than one week before, the date of use.
6. Bookings will be assessed in order of receipt and are dependent upon bus availability.
7. Bookings should nominate the authorised driver – this is the only person who will be authorised to collect, drive and return the bus.
8. All fees and charges must be paid within 14 days from the date of invoice.
9. Council reserves the right to reject any booking.

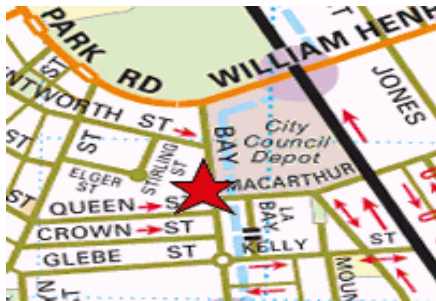
Collecting and Returning Buses

Council will only issue a bus to the driver nominated on the Bus Booking Application Form. If there is a change in driver, organisations / groups are required to notify Council's Community Transport Service Coordinator before collecting the bus so that the paperwork can be adjusted. This is important for insurance reasons.

Please ensure the bus is collected and returned at the times stated on the booking form. If you need to alter these times, please contact Council's Community Transport Service Co-ordinator on 8019 6918. If you do not notify changes in pickup/ drop-off times, you may experience delays in collecting or returning the bus.

Buses are to be collected from and returned to:

City of Sydney 2-24 Bay st Ultimo



Before taking charge of the bus, drivers must:

1. Undertake a site specific induction
2. Provide Council's security with valid identification (NSW drivers license) on each occasion a bus is hired;
3. Inspect the Bus before use, and complete a "Before Use Vehicle Inspection Sheet". Before leaving the depot.
4. Collect a folder containing a log sheet to record details of the trip, a vehicle condition report, and information on what to do in the event of an accident. Any existing damage not recorded on the condition report should be reported, recorded, and sighted by a Council Officer before taking the bus out.

On returning the bus, drivers must:

1. Ensure that the bus is full of fuel and receipt is provided;
2. Ensure that the bus is clean and tidy;
3. Complete the "After Use Vehicle Inspection Sheet"; and report any defects or issues to staff.
4. Ensure that the log sheet is fully completed; and
5. Return all paperwork and keys to a Council staff member or selected location.

Accidents / Breakdowns

In the case of a breakdown, drivers should contact the NRMA for assistance.

Under no circumstances, however, are any repairs to be authorised or permitted.

Should any bus require repair, the driver must contact Council's Community Transport Service Coordinator on 8019 6918.

Drivers must report any accident or injury incurred while using the bus immediately to Council, Community Transport service Coordinator on 8019 6918 and complete a Motor Vehicle Accident Report Form.

In the event of an accident both the vehicle and passengers are fully covered by Council's insurance to a limited value (contact Council for additional information), provided the authorised driver is driving the vehicle at the time and that the law has not been broken.

General Rules For Use

1. Organisations / groups are required to provide their own suitably licensed driver, who must apply for authorisation from Council prior to driving a bus. A bus will only be issued to the nominated driver upon sighting of license and receipt for any applicable payment. **The bus must not be driven by any person other than the nominated, authorised driver unless prior notice is provided.**
2. Use of buses is limited to the approved purpose stated on the Booking Authorisation form.
3. Under no circumstances is any charge or fee to be made for the conveyance of passengers.
4. Buses are available for use within a radius of 100km, defined by the limits of Gosford, Windsor, Katoomba, Bowral and Kiama. Trips outside this area may be approved in special circumstances by the City's Over 55's Services Manager, with a maximum of two (2) trips per year outside this radius per organisation/ group per year. Important information for drivers travelling outside 100km radius from Bay st depot is that your driver by law is required to complete a Work Diary; further information can be found from contacting the NSW Roads and Traffic Authority.
5. Organisations / groups will be limited to two (2) overnight trips per year, for a maximum of two (2) nights each, unless special permission is granted by the City's Over 55's Services Manager.
6. Generally, only one (1) bus will be provided per booking unless special permission is granted by the City's Over 55's Services Manager.
7. The total number of persons travelling in the bus can not exceed the number of passengers for which the bus is licensed. Only one person (child or adult) per single seat is allowed. Users will be notified of the seating capacity of the allocated vehicle at the time of booking.

8. Seatbelts are installed in City of Sydney Council Buses, and must be worn at all times.
9. Prior to use of the bus, the driver is required to complete and sign a "Before Use Vehicle Inspection Sheet". If there are any problems these should be discussed with the Council Community Transport Coordinator before leaving the Depot.
10. Where damage results from vandalism by the user, irresponsible use, or malicious damage, then it will be the responsibility of the organisation / group using the bus to cover all costs incurred by Council in preparing it for further use. Drivers are required to notify Council's garage of any damage caused during a booking.
11. Groups / organisations using the bus are responsible for the behaviour of the passengers.
12. Smoking, consumption of food or drink and drugs or alcohol is not permitted on the bus.
13. The bus is not to be taken off the road or driven on unsealed roads.
14. Drivers will be responsible for observing all traffic and parking laws and regulations whilst using the bus. Any infringements incurred will be the responsibility of the accredited user and driver at the time.

Failure to abide by any of the rules of use or conditions outlined in this document will jeopardise future access to the scheme.