

# BUS HIRE BOOKING FORM



## SECTION 1

Name of Hirer			
Address			
Daytime Phone		Mobile	

## SECTION 2

Hirer provides driver   
(Complete below)

Self Help provides driver<sup>1</sup>   
(Go to section 3)

Name of Driver			
Contact Phone			
Licence Number		State of Issue	
Licence Type		Licence Conditions	

## SECTION 3

Date & Time of Pick Up*		Date & Time of Return	
Activity			

## SECTION 4

Payment – by credit card/cheque			
Credit Card	Card No.		Expiry
	Name on Card		
	Signature		
Invoice#	Send Invoice to: (if different to Hirer)		
Fees	Daily Hire Fee: (Excluding driver <sup>1</sup> ) <b>\$150.00</b>	Fuel: (if not returned full) <b>\$2.00</b> per litre	

## SECTION 5

Signature and Date	
my signature confirms this booking, and that I have read and accept the terms and conditions of hire	
	Date

\*keys can be collected from our office before 4.30pm weekdays #must complete a credit application prior to hire

**Return completed form to Self Help Workplace**

Fax. 6343 0651 or email: [info@selfhelp.com.au](mailto:info@selfhelp.com.au)

### Office Use Only

Driver's License sighted and copied		Key Set Number	
Opening Kilometres		Finish Kilometres	
Date and Time of Pick Up		Date and Time Returned	
Refuelled (yes/no)		Bus Clean (yes/no)	

414 Hobart Road, Youngtown Tas 7249  
Tel. 03 6344 7133 Fax. 03 6343 0651 A/H: 0419 44 2868

## Self Help Workplace Bus - Conditions of Casual Hire

1. Contact Self Help Workplace for additional cost. Fee may vary depending on driver availability and penalty rates.
2. The driver must hold the appropriate licence to operate the bus (light rigid).
3. All drivers must hold a full license and be 25 years old or over. The driver is required to provide the Self Help Workplace with a copy of a current license.
4. The driver will be required to have their license sighted each and every time the user signs out the bus.
5. The bus seats 24 passengers and one driver. It is illegal to carry more people. It is the driver's responsibility to enforce this regulation.
6. Rental is payable upon receipt of invoice.
7. Bus is to be refuelled to full before returning. If the bus is not refuelled you will be charged at the rate of \$2.00 per litre.
8. Users are responsible for leaving the bus clean, neat and tidy or cleaning charges will be applied.
9. The hirer will complete and return the bus condition report when picking up the keys for the vehicle
10. All reasonable steps should be taken to protect the property from damage. Any damage to the inside or outside of the vehicle must be reported immediately to Self Help Workplace (0419 44 2868).
11. In the event of damage to the bus, the hirer will be responsible for paying any insurance excess or repair costs whichever is the higher.
12. The consumption of food, drinks, alcohol and smoking on the bus by all passengers are strictly prohibited.
13. If an accident does occur in the bus, the driver MUST complete an Incident Report within 24 hours.
14. The user shall be responsible for and ensure that the behaviour of the users of the bus is appropriate.
15. It is the driver's and hirer's responsibility to abide by all Tasmanian and Australian Road Rules. Any infringements will be at the cost of the driver.
16. The bus must be returned and parked at Self Help Workplace behind the locked gate.
17. The keys must be placed in the overnight box or returned to Self Help Workplace at the next business day. The hirer will pay the cost of replacing any lost keys.
18. Self Help Workplace will take no responsibility for the user's property whilst in the bus.
19. The bus is to be used for the activity specified at the time of booking. It is not to be used for personal transport.
20. All tolls and other incidental costs will be the responsibility of the hirer.
21. The user will ensure all doors and windows are locked and all lights are off when bus is parked
22. Driver's blood alcohol reading must be .00 at all times while hiring the bus.
23. Failure to comply with any of these conditions could result in immediate and complete withdrawal of hiring rights.

### Summary of Fees

Daily Hire Fee (excluding driver <sup>1</sup> )	\$150.00
Fuel (if not filled on return)	\$2.00 per litre