

# BUS HIRE BOOKING FORM



## SECTION 1

Name of Hirer			
Address			
Daytime Phone		Mobile	

## SECTION 2

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

<b>Payment – by credit card/cheque</b>				
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

<b>Signature and Date</b>		
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 442 868

## 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. Any bus hire bookings cancelled with less than 36 hours' notice will incur the full fee of \$150.00
8. 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.
9. Users are responsible for leaving the bus clean, neat and tidy or cleaning charges will be applied.
10. The hirer will complete and return the bus condition report when picking up the keys for the vehicle
11. 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).
12. In the event of damage to the bus, the hirer will be responsible for repair costs.
13. The consumption of food, drinks, alcohol and smoking on the bus by all passengers are strictly prohibited.
14. If an accident does occur in the bus, the driver MUST complete an Incident Report within 24 hours.
15. The user shall be responsible for and ensure that the behaviour of the users of the bus is appropriate.
16. Any use or behaviour which brings the reputation of Self Help Workplace into disrepute may result in immediate and complete withdrawal of hiring rights.
17. 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.
18. The bus must be returned and parked at Self Help Workplace behind the locked gate.
19. 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.
20. Self Help Workplace will take no responsibility for the user's property whilst in the bus.
21. The bus is to be used for the activity specified at the time of booking. It is not to be used for personal transport.
22. All tolls and other incidental costs will be the responsibility of the hirer.
23. The user will ensure all doors and windows are locked and all lights are off when bus is parked
24. Driver's blood alcohol reading must be .00 at all times while hiring the bus.
25. Failure to comply with any of these conditions could result in immediate and complete withdrawal of hiring rights.

**Lost and Found:** If any items are found on the bus after the hire, Self Help Workplace will make all reasonable attempts to contact the hirer. If the items are not collected within 30 days of hire, Self Help Workplace will dispose of the items.

### Summary of Fees

Daily Hire Fee	\$150.00
Cancellation Fee (per clause 7)	\$150.00
Fuel (per clause 8)	\$2.00/ litre