

Ryde Hunters Hill Community Transport
Section 4 Work Health & Safety and Vehicle Management Document 4.02-4-1
Application to Hire Vehicle

All possible care must be taken by the hirer and any damage or maintenance, including cleaning, will be paid for from the bond. It is agreed that insurance excess will be paid by the hirer, should the vehicle be involved in an accident, if using own driver.

Name of person applying			
Group/Organisation			
Address			
Phone			
Email			
Contact Name			
Contact Mobile			
Date of Hire		Date to be returned	
Time of Hire		Time to be returned	
Where will the bus be taken			
Number of people requiring transport	Adults	Children	Staff/Volunteers
Do any people require wheelchair hoist	Yes/No. If yes, how many?		
Driver's Name			
Driver's Phone (include mobile)			
Driver's Address			
Driver's Licence No		Class	Sighted
RMS Driving Record	Yes/No		
Where will vehicle be kept			
Agreed Bond	\$400 Bus only (ie. minor damage, cleaning fee, if applicable) OR \$50 Bus with RHHCT Driver (ie. cleaning fee, if applicable)		
Extra km charge	.50c per kilometre for each kilometre travelled over 200km in one journey.		
RHHCT Driver Charge	Driver to be charged at: \$50 per hour 6am-8am Monday-Friday; \$70 per hour 8pm-6am Monday-Friday \$70 per hour Saturday \$90 per hour Sunday A break of 30 minutes for every 5 hours worked is required.		
Additional hours	Should the hirer require an RHHCT driver to work more than 8 hours, additional charges may apply.		
Cancellation Fee	75% cancellation fee if cancelled less than 5 working days.		

I am the authorized representative of the Hirer and I understand that:

- i. The bus is to be returned in the condition provided.
- ii. The bus may only be used for the purpose and destination stated in this application form.
- iii. The bus is to be returned with a full tank of fuel. If not, fuel will be charged at .30c per kilometre.
- iv. In the case of an accident or breakdown contact Manager using the emergency numbers found in the vehicle folders.
- v. In the event of an accident the group using the vehicle will take responsibility for the insurance excess, if using own driver.
- vi. In the event of a breakdown or accident the group using the vehicle will be responsible for making alternative arrangements for the transportation of passengers.
- vii. In the event of breakdown or accident the group using the vehicle will be responsible for remaining with the vehicle until it is repaired, or make arrangements for it to be taken to the agreed upon garage.

I, _____ on behalf of _____
 Print Name Group/Organisation

Have read the conditions of contract and agree to abide by them. I am aware that any breach of these conditions will result in the loss of privilege and the agreed deposit.

 Signature Date

THIS APPLICATION TO BE COMPLETED AND RETURNED TO:

Ryde Hunters Hill Community Transport
 PO Box 162, Gladesville, 1675 **OR**
 E: info@rhct.org.au **OR** F: 02 9816 5044

For Office Use Only

Hire Approved	Yes/No	By (name)	
Date Approved		Date vehicle orientation completed with driver	
Date Vehicle Returned		Condition	Very Good; Good; Bad
Recommend Deposit be refunded	Yes/No	Date deposit returned to Hirer	
Signed by staff member hire completed and deposit returned: Comment:			

<i>DOC 4.02-4-1</i>	<i>Application to Hire Vehicle</i>			<i>Date Approved 16/10/12</i>	
<i>Date Document due for review</i>	<i>Last Date Document Reviewed:</i>	<i>Amendments</i>	<i>Positions informed/trained in amendments</i>	<i>Method</i>	<i>Date</i>
<i>01/03/18</i>	<i>02/06/16</i>	<i>Bond & Driver charges</i>	<i>Staff</i>	<i>Meeting</i>	<i>7/6/16</i>