

## Guidelines for community groups using Adelaide Hills Council small community buses

The Adelaide Hills Council has a commitment to provide equitable community services to the region that focus on the wellbeing of the community. The Council's community buses are made available to not for profit community groups that operate within the Adelaide Hills Council region.

The two small community buses are managed by The Hut Community Centre. (**Bus 1** – 11 seat capacity and **Bus 2** - 9 seat capacity – this includes driver)  
Buses can be used by community organisations with the understanding that the organisation is responsible for the driver, who must hold an appropriate license & be registered as an employee or volunteer with the organisation.

The buses are insured with the Adelaide Hills Council which holds no responsibility for the individuals being transported in the bus. All responsibility for passengers & drivers will belong to the organisation using the bus, therefore the organisation must hold appropriate public liability insurance.

Buses can be booked through The Hut Community Centre. Priority of use will always be to existing Council programs such as the “Respite Mystery Trips” and social support programs.

Organisations which borrow the buses must agree to these conditions:

- Their drivers have a current drivers license, which needs to be sighted and copied
- Drivers are registered as either an employee or a volunteer with the organisation. The organisation is asked to document this.
- The organisation has appropriate Public Liability insurance. Documentation of current insurance is needed
- Buses are to be booked as much as possible in advance
- Drivers using the bus for the first time will be taken on a familiarisation drive.
- Keys are picked up from The Hut during business hours and arrangements for the return of keys are made
- Buses will be picked up and returned on time
- Groups will report any vehicle faults to The Hut
- Any accident is reported to the Hut and an Accident form completed All fuel (**DIESEL**) that is used is replaced & log books are filled in
- The vehicle is returned to The Hut clean on the inside & the outside
- **Buses must not travel more than 100km radius from Aldgate due to insurance limitations.**

## Community use of Adelaide Hills Council Community Buses

### Booking Procedure

1. Discuss booking arrangement/ dates with Hut staff
2. Provide documentation of drivers license
3. Provide documentation of the organisations Public Liability Insurance

**This form must be completed by an authorised representative of the organisation/group**

This is to certify that the following are currently staff/volunteers with

\_\_\_\_\_ (Name of Organisation)

and are covered by the organisation's Public Liability Insurance. (copy of certificate of currency attached)

Name of staff/volunteer/s who will be driving the bus/es

_____	Phone _____
_____	Phone _____
_____	Phone _____

### Authorised by:

Name _____	Position _____
Postal address _____	
Phone _____	
Email _____	
Signature _____	Date _____

### Please note

Each driver needs to bring a copy of their drivers licence to The Hut before taking the bus and will also need to arrange an orientation drive before taking the bus for the first time. If additional drivers are required to drive the bus in the future, a new form must be completed and an orientation undertaken.

### OFFICE USE ONLY

Insurance policy attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of Drivers license attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Orientation drive completed	Yes <input type="checkbox"/>	Date _____
Copy given to the organisation loaning the bus	Yes <input type="checkbox"/>	

## REMINDERS FOR 'NEW' BUS DRIVERS

# BOTH VEHICLES RUN ON **DIESEL FUEL**, NOT PETROL.

# THEY ARE BOTH (1) WIDER, (2) HIGHER, AND (3) LONGER THAN THE AVERAGE FAMILY CAR, ( ESPECIALLY BUS 1 ).

SO PLEASE.....

(1) BE AWARE OF YOUR POSITION ON THE ROAD WITH REGARD TO PARKED CARS, GATE POSTS, TREES, TRAFFIC ISLANDS, ETC.

(2) BE CAREFULL OF TREE OVERHANGS, CARPORT AND VERANDAH EAVES, ESPECIALLY WHEN REVERSING ON A SLOPED SURFACE.

(3) THESE BUSES ARE FITTED WITH TAILGATE WHEELCHAIR LOADERS WHICH YOU CANNOT SEE WHEN REVERSING. IF UNSURE OF YOUR POSITION ASK AN OUTSIDE OBSERVER FOR GUIDANCE WHILE PARKING.

(3) DRIVE FURTHER FORWARD THAN USUAL WHEN TURNING LEFT AT INTERSECTIONS TO AVOID RUNNING THE REAR WHEEL OVER THE KERB.

# REMEMBER, THERE IS MUCH GREATER MOVEMENT AT THE REAR OF THE BUS THAN IS FOUND IN A NORMAL CAR, SO CONSIDER THE COMFORT OF YOUR PASSENGERS AT ALL TIMES.

TAKE CARE, AND ENJOY YOUR DRIVE

