

Adelaide Hills Council owns and operates community buses and delivers a range of community transport programs across the region to support community engagement and address social isolation.

The community buses are available for loan to not for profit community groups that operate within the Adelaide Hills Council area (when not in use for Council provided Hills Home and Community Support services/programs - which take first priority).

Community buses can be booked through The Hut Community Centre, Torrens Valley Community Centre and the Positive Ageing Centre.

#### **Organisations that 'loan' the bus must agree to the following conditions:**

- The loaning organisation is responsible for providing the driver
- Drivers must have appropriate licences and be either an employee or a registered volunteer of the loaning organisation
- The organisation must have appropriate Public Liability Insurance and provide a certificate of currency to support this
- The organisation is responsible for duty of care, safety and wellbeing of individuals who travel on the bus for the duration of the loan period
- The organisation must report all vehicle faults or accidents to The Hut Community Centre
- In the event of an accident, or incident resulting in damage to the bus, the loaning organisation will cover the cost of the insurance excess (\$2,000), which will be invoiced by the Adelaide Hills Council to the loaning organisation accordingly
- All drivers will complete a 'driver orientation' or Council Driver Accreditation Program prior to driving the bus
- All fuel (diesel) that is used, must be replaced (at the cost of the loaning organisation) and log books/documentation completed
- The vehicle will be inspected prior to the organisations 'loan' and on return, and returned to The Hut in a clean, tidy condition, internally and externally
- No smoking is permitted in the vehicle
- Buses do not travel further than a 100km radius from where the bus is garaged
- Bookings will only be taken in the two months prior to the loan date

#### **Booking Procedure**

1. Discuss booking arrangement/dates with staff (bookings can only be made within two months of the loan date – this is to ensure availability)
2. Provide documentation of a drivers licence, proof of employment or registration with the organisation as a volunteer
3. Provide Public Liability Insurance certificate of currency
4. Signed loan agreement received accepting responsibility for payment of \$2,000 excess should damage to the bus occur

**Loan Agreement**

**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)

I understand that in the event of an accident, or incident involving damage to the bus, the organisation will be required to cover the cost of the insurance excess (\$2000) which will be invoiced by the Adelaide Hills Council. Any accident/incident , must be reported to The Hut and an Accident Form completed.

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

_____	Phone _____
_____	Phone _____
_____	Phone _____
_____	Phone _____

**Authorised by (Community Group Nominee):**

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"/>	
Approved by authorised Hut Staff member	_____	Date _____