

## COMMUNITY BUS APPLICATION FOR HIRE

### DCSB 08 Form 01 Fleet Management

NAME OF PERSON/ORGANISATION	
CONTACT PERSON & PHONE NO.	
POSTAL ADDRESS	
NAME OF DRIVER(S) <i>(Please attach photocopy of Licence(s) if not received previously).</i>	
DATE/S OF USE	
INTENDED DESTINATION/ REASON FOR USE	
APPROXIMATE DISTANCE	
TO BE PICKED UP (approx time/day)	
TO BE RETURNED (approx time/day)	
LIQUOR LICENCE REQUIRED / COPY TO COUNCIL	

### COVID-19 Protocols

Council are committed to working together with the community to help prevent the spread of COVID-19. Council acknowledge that we must work together to ensure the health, safety, and wellbeing of all community members.

Hirers recognise that we must work together to ensure the health, safety, and wellbeing of the community. This means trusting other users will keep us safe and that we will do the same for them.

**It is the responsibility of the hirer to ensure that any additional requirement for their specific activity, as detailed by SA Health, are met.**

### Access Requirements

Hirers are to ensure that passengers experiencing cold and flu symptoms **will not** enter the Community Bus. During the hire period, all passengers must ensure the following protocols are met:

- Passengers do not have any symptoms associated with COVID-19. Such as, fever, cough, sore throat, shortness of breath, sneezing/runny nose, or loss of sense of smell)
- Passengers are not waiting on test results from COVID-19 or currently have been diagnosed with COVID-19 (current)
- Passengers have not been directed by SA Health to quarantine due to exposure to COVID-19 or otherwise.

### COVID Safe Plan and Contact Tracing

It is the responsibility of the hirer to complete a COVID Safe Plan or a COVID Management Plan. <https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>.

The hirer **must** keep record of all Community Bus users by completing a Contact Tracing Record. Copies of this register will be provided to the hirer at the time of picking up the keys.

### Cleaning Responsibilities

The cleaning responsibilities outlined below are in addition to current hire conditions outlined for the Community Bus.

The Hirer will:

- Clean the bus at the end of the hire period
- Remove all rubbish
- Wipe with disinfectant all touch points
  - Doors/doorhandles,
  - Handrails
  - Light switches, buttons
  - Seatbelts
  - Seats

It is not the responsibility of Council to clean and ensure surfaces of the Community Bus used have been disinfected. However, as an additional precaution, Council will engage a cleaner to wipe and disinfect heavily used surfaces after hire.

### Breach of Protocols

Any breach of the protocols outlined in this document may result in:

- Refusal to accept future bookings
- Extra cleaning charges being incurred

*I/We certify that I/We have read the Community Bus Policy and will abide by the said Policy as stated. Further, I accept responsibility for cleaning the exterior and interior of the Community Bus following use. In the event of a Pandemic, I acknowledge and accept responsibility to ensure the Community Bus is cleaned as per Council's Community Bus Hire COVID-19 Protocols. Should the state of the bus not be to the satisfaction of Council, the cost of cleaning will be charged as set out in accordance with Council's fees and charges with a tax invoice being sent to the hirer.*

**Signed by Applicant:**.....

**Date:** ...../...../.....

### **DECLARATION BY BUS DRIVER FORM** *(only required once per driver)*

I.....hereby declare that I have read and understand fully the Community Bus Policy and the requirements as set therein. I expressly declare that:

I am a holder of a Licence Class AB, HB, LB, HC, MC, HR, LR or MR. (Please circle relevant class of licence)

I will maintain a zero blood alcohol and drugs level at all times while driving or in control of the bus.

Signature of Driver .....

Signature of Witness.....

Date: ...../...../.....

**Office Use Only**  
***I certify the above booking has been received and processed.***

**Officer** ..... **Signed:** ..... **Date** .....