



DISTRICT COUNCIL of TUMBY BAY

Version No: 6

March 2023

COMMUNITY BUS HIRE APPLICATION FORM

To be used in conjunction with Policy 3.02

Name of Person/ Organisation	
Contact Person	
Contact Number	
Postal Address for Invoicing	
Name of Driver(s)	
Date of use(s)	
Intended Destination	
Approximate Distance	
Number of Passengers	
Will the wheelchair seat/ramp be used??	<input type="radio"/> Yes <input type="radio"/> No
To be picked up (Approx time/day)	
To be returned (Approx time/day)	
Liquor License required? (If Yes, please provide a copy to Council)	<input type="radio"/> Yes <input type="radio"/> No

I _____ certify that I have read the Community Bus Policy and will comply. I accept responsibility for cleaning the exterior and interior of the Community Bus following use. 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 and a tax invoice will be sent to the hirer.

Signature	
Date	

POLICY 3.02

TRANSPORT

Community Bus

Version: 4 | Next Review: Following Next Council Election



AIMS AND OBJECTIVES

The District Council of Tumby Bay's Community Bus is made available to organisations or groups which are local, not-for-profit community based and provide services which directly and significantly benefit either the whole of the community or a specific target group within the community and to individuals who are local residents.

The bus is not available for organisations, groups or individuals "users" outside the District Council of Tumby Bay (unless the purpose of the outing is to benefit Council residents). Similarly, the bus is not to be made available to users within the Council area for programs which benefit residents from outside the Council area.

The community bus must not be used for commercial or profit-making purposes.

POLICY DETAIL

1. Purpose and Eligibility for Use

Primarily, the bus is available to assist users whose members find it difficult, or lack the resources, to access other means of transport. Additional factors which may be taken into consideration include the user's resources, other transport options that may be available, the purpose of the trip and the level of community benefit.

Use of the bus is limited to the approved purpose stated on the application form.

2. Fees & Charges

The Council uses a three -tiered schedule of fees for the use of the bus. This schedule is as follows:

- Category A - Rates for groups servicing frail older people and people with a disability and the aged (at least 80% of the members must be over 65yrs),
- Category B - Rates for local users providing a community service (includes most sporting bodies)
- Category C - Rates for other local users (includes individuals regardless of their age)

3. Community Bus Hire Rates

The charge for hiring the bus depends on the category within which the user has been assessed. All users are encouraged to be assessed by Council before applying to hire the bus. This assessment by Council is for a period of one (1) year or until notified by Council. Failure by a user to be assessed prior to the hire of the bus may lead to an incorrect assessment and a higher fee being charged. Fees are under constant review and are subject to change without notice and users are encouraged to obtain Council's latest fees and charges to ascertain the latest fee to be charged.

The fee structure is based on providing a subsidised community bus service to the local community. Notwithstanding the category allocated to any user, the stated purpose of the journey may be considered in the determination of the hiring fee.

Any outstanding cleaning or usage charges must be paid before further bookings of the bus will be accepted.

File Reference	Responsibility	Issued	Review Frequency	Next Review	Page
R19/699	New Council	12/05/2020	4 Years	Following Council Election 2022	1 of 2

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POLICY REVIEW

This policy will be reviewed following Council Election (4 yearly).

Strategic Link: Connected, Vibrant and Empowered Communities

Delegation: Nil.

Documentation: Community Bus Procedure

Authority:	Adopted by Council:	11/12/2012	{Motion 18c/122012}
	Reviewed by Council:	10/11/2015	{Motion 7c/112015}
	Amended by Council:	12/05/2020	{Motion 3c/52020}



SIGNED:
Responsible Officer

Date: 13/05/2020

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