

PLEASE RETURN TO OFFICE WITH PHOTO COPY OF LICENCE



LAKE BOLAC P-12 COLLEGE
90 Montgomery Street
LAKE BOLAC, 3351
Tel: 5350 2302
Fax: 5350 2411
Email: lake.bolac.co@edumail.vic.gov.au

LAKE BOLAC P-12 COLLEGE & COMMUNITY BUS DRIVER RECORD FORM

Driving on behalf of _____

Address: _____

Phone: _____ (home) _____ (work)

Purpose of booking _____

Date of Booking _____ Time _____

Driver: _____

Address: _____

Phone: _____ (home) _____ (work)

Licence No: _____ Type of Licence: _____

Has the Driver:

1. Any sight, hearing physical impairments or infirmity? Yes No

During the past five (5) years:

2. Had an accident or fire happen to motor vehicle? Yes No

3. Made a motor insurance claim in the last 5 years? Yes No

4. Been fined for a motor offence? Yes No

5. Had a driving licence cancelled or suspended? Yes No

6. Had a motor insurance cancelled, declined or withdrawn? Yes No

7. Had an insurance excess imposed due to driving history? Yes No

If answered yes give full details below (attach sheet if insufficient space)

Name	
Date	
Previous Claim	
Traffic Offence	
Physical Defects	
Cost/Insurance	
Fine Company	

Declaration: I, _____ declare that:

- a) I am a holder of a current driving licence (other than Learner Permit or Probationary Licence) and have been driving _____ years.
- b) I have not been refused motor vehicle insurance.
- c) The vehicle will not be let on hire or used for carriage of paying passengers.
- d) I have answered all questions truthfully and have not withheld information likely to affect the insurance policy on this vehicle.

SIGNED: _____ **DATE:** _____

The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances, however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Lake Bolac College will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic).

Charges:

Accredited organisations / groups are required to make a contribution towards the operating costs of the Community Bus Scheme.

Community Groups and Organisations will be invoiced by Lake Bolac P-12 College for the use of the bus.

All users are responsible for the cost of fuel. The bus will be supplied full of fuel and must be returned with full tank of fuel. A refuelling fee of \$20 plus the cost of the fuel will be charged if the bus is not returned full of fuel.

All users must leave the bus in a clean and tidy condition. A cleaning fee of \$50 will be charged if the bus is not returned in a clean condition.

Any outstanding cleaning or refuelling charges must be paid before further bookings of the bus. If the bus is returned more than once in an unclean state or without refuelling, the organisation / group's access to the bus may be revoked.

Where damage results from vandalism by the user, irresponsible use, or malicious damage, then it will be the responsibility of the organisation / group using the bus to cover all costs incurred by the College in preparing it for further use. Future access to the scheme may be denied if the bus is returned damaged.

Cost of Hire

- Hire charges for community transport are set by Lake Bolac College as part of its annual budget process:
- The current hire rate is \$80.00 base rate, 0.35cents per km plus diesel.
- Hire of the bus for longer than 24 hours will incur a charge of \$11 per 24 hour period in addition to the above hire charge. To be fair to all a penalty fee of \$11 will be charged for late return of the bus without a genuine excuse.
- All hiring charges are inclusive of GST.

Booking the Bus:

For the first booking the user group / individual must come to the Lake Bolac College office, 90 Montgomery Street, Lake Bolac and complete the Community Bus – User Group / Individual Registration Form. At this time the booking details will be recorded (user's name/s and the date they require the bus will be recorded). When registering the driver will need to produce his/her current licence which will be photocopied.

After the initial form has been completed, bookings of the community bus may be made in person or by telephone.

Conditions of use:

The following are conditions which must be read by the driver prior to hiring the community bus. Failure to observe the Condition of Use will result in the College withdrawing permission for the user group/individual concerned to hire the bus. Breach of these conditions may also render the user group/individual liable for costs incurred as a result of the breach.

- The driver must be over 25 years of age and under 70 years of age and/or be a holder of a full Light Rigid driver's license.
- Bookings will be on a first come first served basis, with the College having priority bookings.
- The bus may only be booked at maximum of two months in advance, unless approval by the College Principal has been given for extended bookings.
- No more than 25 people. Including the driver are to travel on the bus.
- Entries in the log book supplied with the bus must be completed and signed by the driver at the commencement and conclusion of each trip.
- No bus driver shall be unlicensed to drive, under the influence of alcohol or other drugs or take any step which is likely to interfere with the conditions of the insurance cover.
- The College reserves the right to withdraw the bus from use without prior warning to users. However, in such instances, every attempt will be made to inform users as soon as possible.
- The bus must be returned with a full tank of diesel fuel.
- No smoking is permitted at any time in the bus.
- Any traffic camera infringements are the responsibility of the driver.

Collecting and Returning the Bus:

The bus and keys can be collected Monday – Friday, between 8.30am and 4.30pm from Lake Bolac P-12 College, 90 Montgomery Street, and Lake Bolac. The bus will be provided clean and with a full tank of fuel. It is required to be returned in the same condition at the place of collection. **Any cleaning costs, or costs incurred to the College to refuel the tank, will be charged to the user group/individual responsible.**

Before taking charge of the bus, the driver must inspect the bus and complete a "Before Use Vehicle Inspection Sheet" before leaving the College. On returning the bus and "After Use Vehicle Inspection Sheet" must be completed. This form is available at the College Office.

Bus Damage:

Damage caused to the bus whilst in the custody of any user group/individual, other than damage in respect of which the College will obtain compensation through its insurer, but which may include any excess payable under a policy of insurance, shall be paid for by the user group/individual.

Any damage to the bus must be reported in writing describing the circumstances to the Principal at Lake Bolac P-12 College. The group/individual involved must take all reasonable steps to enable the insurer of the bus to recover cost of damage caused to the bus from any third party compensation.

If an accident occurs, the driver **MUST NOT** admit liability.

Refer to Schedule 3 for an outline of the driver's duties in the case of an accident and Schedule 2, an accident details form which must be completed in the course of an accident occurring.

POLICY IMPLEMENTATION/RESPONSIBILITY

This policy will be implemented by the Lake Bolac P-12 College Council and is subject to review every 12 months.

COMMUNITY BUS ACCIDENT DETAILS FORM

Date _____ Time _____

Vehicle 1 _____ Driver _____

Reg.No: _____ Insurance No _____

Address _____

Mobile Phone No _____ Landline No _____

Date _____ Time _____

Vehicle 2 _____ Driver _____

Reg.No: _____ Insurance No _____

Address _____

Mobile Phone No _____ Landline No _____

Date _____ Time _____

Vehicle 3 _____ Driver _____

Reg.No: _____ Insurance No _____

Address _____

Mobile Phone No _____ Landline No _____

Name & Address of witnesses

Schedule 3
WHAT TO DO AFTER AN ACCIDENT

MOTOR VEHICLE ACCIDENT PROCEDURES

If you are involved in an accident while driving the College/community bus the following procedures should be followed at all times:

1. *Personal Safety Is To Be Your First Priority:*

- Take all precautions necessary to safeguard yourself, casualties and bystanders against any further injury.
- Turn off ignition in crashed vehicles, and if petrol leakage is apparent in the accident area, ensure there are no other ignition sources near the vehicle.
- Attend to emergency needs, such as first aid, sending for ambulance, police and fire brigade (Emergency Telephone 000)
- If a fire occurs staff should not expose themselves to risk by attempting to put the fire out unless it is of a minor nature.

2. *Recording of Accident Details:*

You should then endeavour to obtain the following information and if necessary, a police report.

3. *Accident Details:*

Other vehicle(s) and other driver(s) and/or property

- Name and address of owner
- Name and address of driver
- Licence number of driver
- Vehicle registration number
- Vehicle make and model
- Other parties insurance company
- Damage to vehicles and property

4. *Relevant to Lake Bolac P-12 College's Vehicle:*

- Your name and address
- Department and position
- Your driver's licence number
- Vehicle registration number
- Vehicle make and model

- Location of accident
- Date and time of accident
- Damage to vehicle

5. *Also obtain the following information:*

- Names and addresses of any witnesses
- Details of personal injuries to any party
- Sketch a brief plan/map of the accident including the streets, distances from kerb/corners, stop signs, direction of travel and skid marks of all vehicles involved.

If the other driver or third parties ask about the College's insurance, you should direct them to the Lake Bolac College Principal.

6. *Action At The Accident Scene:*

Do not admit liability, even if you consider yourself at fault.
Make notes of any conversations between you and other drivers.
Do not offer that you or the College will pay for repairs.

Terms of Lake Bolac College's Insurance cover is such that our Insurance Company must initiate all liability discussions and / or admissions, and any such admission by us would be in breach of the college's policy and could prejudice the claim.

In the event of an accident, which immobilises the vehicle, the following procedure is required:

During business hours, telephone the college 5350 2302 (as soon as practical to do so, you should also contact your immediate supervisor).

Advise your location and the accident details so that a College approved tow operator can be authorised to remove the vehicle to an approved crash repairer.

Outside school hours, you should note the name and phone number of the tow operator, and authorise them to transport the vehicle to the nearest secure compound.

YOU MUST NOT sign any authorisation for crash services other than an authorisation to tow the vehicle to a secure location (as above), or authorise any party involved to obtain quotations for repairs to the College's vehicle or the third parties vehicle. This will be co-ordinated by the College.

If any person is injured, or if any property is damaged or destroyed, and neither the owner of the property or a representative of the owner, or a member of the police is present at the scene of the accident, you must as soon as possible report in person full particulars of the accident at the nearest police station, as it is mandatory by law.

All accidents no matter how small MUST be reported to the College, who will issue you with a "Motor Vehicle Insurance Claim Form" and an "Incident Report Form". These claim forms must be completed and returned within 24 hours.

LAKE BOLAC P-12 COLLEGE & COMMUNITY BUS DRIVER PRE-USE AND AFTER USE CHECKLIST (driver)

(please circle which checklist)

Date..... /..... /.....

KM Reading (start of journey) _____

KM Reading (end of journey) _____

	Tick box if OK	
	Cross box and write comments if requires attention	
Tyres – Inflation / General Condition		
Lights – Operation		
Indicators – Operation		
Wipers – Operation / Condition		
Oil level		
Horn		
Windscreen		
Cleanliness – Internal		
Damage – Dents / scratches etc		

Please

- return completed checklist to the College Office
- report any issues to the College
- refill bus with diesel before returning
- return keys to the College