

Youth and Community Bus Hire

Where are we?

Billy Dower Youth Centre
41 Dower Street, Mandurah

Bus Location

Mandurah Library, 331 Pinjarra Road,
Mandurah (Entry via Third Avenue)

Types of Buses

12 Seater Toyota Commuter Van

- 12 seats (including driver)
- Automatic transmission

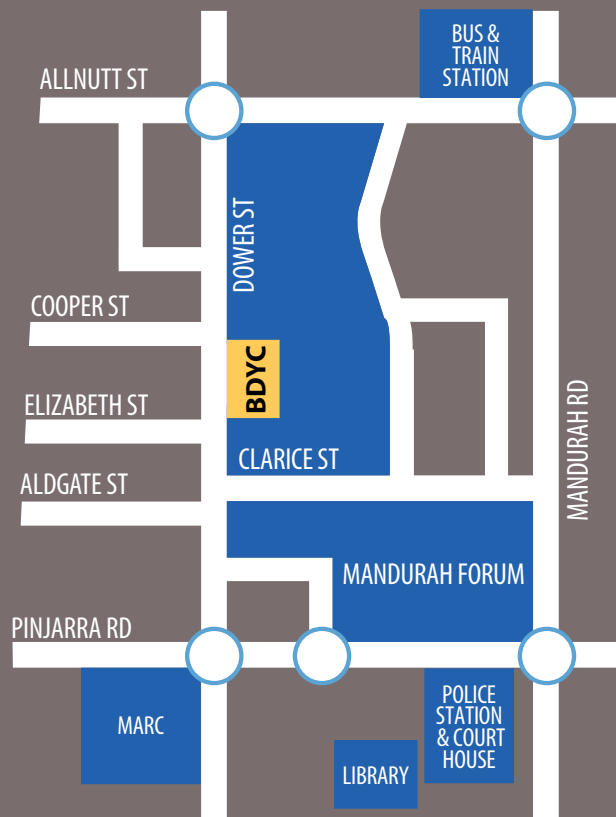


25 Seater Mitsubishi Rosa

- 25 seats (including driver)
- Automatic transmission
- Requires light rigid drivers licence or above



This form should be filled in by the person responsible for making the bond payment and emailed to youth@mandurah.wa.gov.au



Billy Dower Youth Centre (BDYC)
41 Dower St, Mandurah WA 6210

E: youth@mandurah.wa.gov.au

P: 9550 3670

W: www.mandurah.wa.gov.au/youth



Bus Hire

Application Form



1

Contact BDYC for a tentative booking and checking availability

2

Return the completed form, pay the bond

3

Upon confirmation email, arrange a time to complete induction and collect keys

4

After use, refuel the bus, complete the checklist and return the key

Conditions of hire

Driver Induction

All drivers will need to provide a copy of their correct license for the vehicle booked and understand conditions of vehicle hire.

Keys

Collect the bus and gate keys from Billy Dower Youth Centre during business hours 8am – 5pm Monday to Friday. Keys will not be issued unless bond payments have been made and your driver has had an induction.

Checklist

Check the vehicle for any damage and immediately notify the Facility Officer on 9550 3670 of any damage to the bus that may have occurred during your use.

Hire Cost

You will be invoiced at 99 cents/km for the Toyota Commuter Van or \$1.64 per/km for the Mitsubishi Rosa respectively, including fuel and GST based on the number of kilometres you enter into the bus/van checklist.

Refuelling the bus

It is your responsibility to refuel the bus at the end of your hire. Attach the fuel receipt to the log book and return with keys. A pin code and odometer reading are required to re-fuel the bus provided during induction.

Cleaning the bus

It is your responsibility to leave the bus in a clean and tidy state at the end of your usage. If the bus is left untidy you could be invoiced up to \$160 for professional cleaning and detailing. No food or drink can be consumed on the bus.

Purpose

The priority for vehicle hire is to support youth activities. Under no circumstances can the vehicle be used for events involving alcohol.

Bond

A \$253 bond applies to all bus bookings. Bond is to be paid at the City of Mandurah Administration 3 Peel Street, Mandurah during normal business hours upon receipt of confirmation letter/email.

Return of Bond

Upon payment of account, bonds will be released within 21 days of the booking if the following conditions are met:

- The bus is left in a clean and tidy state inside and out.
- The fuel has been replaced. Attach receipt to checklist.
- There is no damage caused by your user group

Insurance

The City of Mandurah will provide comprehensive insurance coverage for damage to the bus, however there is a \$1500 excess for any claims. The hirer will be required to pay the first \$1500 of any repairs of claims.

*Profit making organisations will need to provide their own insurance cover for the hired vehicle.

Please note

The City of Mandurah will apply your bond to any breach of the Conditions of Hire Agreement including failure to pay accounts, unauthorised use or any other breach as deemed necessary by the Executive Manager, Community. Damage noted by the next user group that you do not report may be attributed to your group and could result in loss of bond.

Complete this form and return to Youth Development located at Billy Dower Youth Centre, 41 Dower Street, Mandurah or via email to youth@mandurah.wa.gov.au at least 14 days prior to your booking.

Application Form

Name and Address of applicant/group/club:

Bus requested: (Please tick one)

12 Seater Toyota Commuter Van

25 Seater Mitsubishi Rosa

Intended use of vehicle: _____

Pick Up Date : _____ Return: _____

Pick Up Time : _____ Return: _____

Person responsible for this booking

Name: _____

Phone: _____ Email: _____

Drivers Details

Name: _____

Address: _____

Phone: _____

Accreditation number: _____

Drivers License number: _____

Expiry Date: _____

Applicant's Declaration

I _____ acknowledge that the information on this application is true and correct and that I have read and agree to the booking procedure and accept all conditions of hire.

Sign: _____ Date: _____

This is an application only.
If approved your booking will be confirmed via email.

