

# Youth and Community Vehicle 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

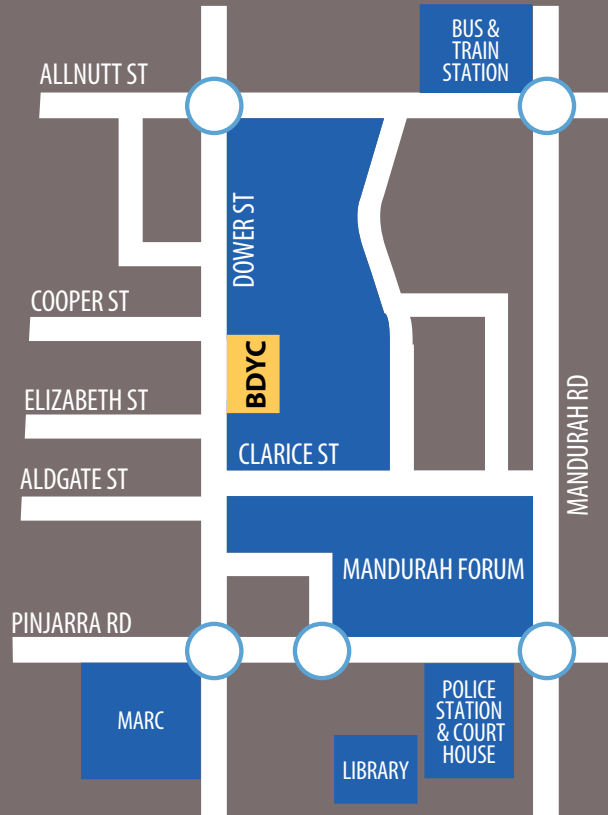
### Toyota Commuter Van

- 12 seats (including driver)
- Automatic
- Fuel - diesel



### Mistubishi Rosa Bus

- 25 seats (including driver)
- Automatic transmission
- Requires Light Rigid drivers licence or above
- Fuel - diesel



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

E: [youth@mandurah.wa.gov.au](mailto:youth@mandurah.wa.gov.au)

P: 9550 3670

W: [www.mandurah.wa.gov.au/youth](http://www.mandurah.wa.gov.au/youth)



# Vehicle 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

## Purpose

The priority for vehicle hire is to support youth activities. Vehicles will NOT be hired for any events involving alcohol.

## Hire Cost

Vehicle use will be invoiced retrospectively based on kilometres used as recorded in vehicle log book

- Toyota Van – \$1.25 per km
- Mitsubishi Rosa Bus - \$2.00 per km

Fees inc GST and cover the cost of fuel and other vehicle operational costs.

## Insurance

The City of Mandurah provides comprehensive insurance for damage to vehicles. The hirer will be required to pay \$2,000 to covers the excess for any claims.

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

## Bond

A \$253 bond applies to all vehicle hire. The bond must be paid at least one week prior to date of hire. Pay at City of Mandurah administration in person or by phone on 9550 3777 during normal business hours.

## Driver Induction

Drivers need to provide a copy of their current Drivers Licence. NB: The Rosa bus requires an LR+ Drivers Licence. All drivers need to complete an induction to understand conditions of vehicle hire.

## Keys

Collect keys from the Billy Dower Youth Centre during normal business hours

## Vehicle Checklist

Complete vehicle checklist before departure and on return. If there is any damage notify youth centre staff immediately.

## Refuelling the Vehicle

The vehicle needs to be refuelled after every use. Leave the fuel receipt with completed checklist in vehicle. A pin code and odometer reading are required to refuel vehicles and is provided during induction.

## Cleaning the Vehicle

No food or drink are to be consumed in the vehicle.

The vehicle must be left in a clean and tidy state.

A cleaning fee of \$250 will be charged if the bus is not clean on return.

## Return of Bond

Bond is returned on payment of invoice, providing vehicles are;

- Left in a clean and tidy state
- Refuelled
- No damage caused by your hire
- Keys are returned (if lost fee is \$50 per key)

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

## Application

Complete this form and return to Youth Development at least 7 business days prior to your booking.

Your booking will be confirmed via email.

# Application Form

Name and Address of applicant/group/club:

\_\_\_\_\_  
\_\_\_\_\_

Vehicle requested: (Please tick one)

- 12 Seater Toyota Van
- 25 Seater Mistubishi Rosa Bus

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: \_\_\_\_\_

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: \_\_\_\_\_

