

**Coast and Country Community Services Ltd.**  
**Section 4 Work Health and Safety, and Vehicle Management**  
**Document 4.02-4-3 Vehicle Hire Terms & Conditions**

### **Access to Hire Vehicles**

Vehicles can be hired by the general public, local business and community groups or individuals performing community work, with priority given to the following groups:

- Those funded under CHSP (Community Home Support Program); and/or
- Other funded not for profit community organisations.

A Request for Quote to Hire Vehicle form must be completed and processed prior to hire of any Service Vehicle. Should the Quote be accepted and the hire approved, vehicles will be hired out within the current Funding Body guidelines, Terms and Conditions of Hire and Hire Fees and Charges. The Service reserves the right to refuse access to any group or individual.

The Affordable Vehicle Hire Flyer will be used to promote Vehicle Hire.

### **Drivers & Licence Requirements:**

Drivers hiring vehicle must hold the appropriate licence relevant to that vehicle. All drivers must present their licence to the Service prior to the hire and collection of the keys. A photocopy of the licence will be taken and kept on file. Only the nominated driver(s) can only operate the vehicle, except in an emergency where another suitably licenced driver may operate the vehicle.

All drivers must watch the relevant Vehicle Orientation Video prior to taking the Vehicle. If the driver indicates that they will be transporting people using wheelchairs, they must undertake training and assessment of competency recorded in a Team Member Orientation Workbook – Providing Service/Working with Mobility Aids Assessment section.

### **Cost of Vehicle Hire**

All Service vehicles will be hired at the rate detailed on the Vehicle Hiring Fees & Charges.

### **Use of Vehicles**

The vehicle may only be used for the purpose which is stated on the Request for a Quote and the Terms and Conditions of Hire. All alterations require prior approval from the Coast and Country Community Services Ltd.

No vehicle must travel more than 100 kilometres from the pick-up base. Variation to this limit must be authorised by Coast and Country Community Services Ltd. prior to collection date. A vehicle surcharge of 30 cents per km applies for travel over 100km per day.

Vehicles are not to be taken overnight unless detailed on the approved Application to Hire.

It is the driver's responsibility to remain within the law. All possible care must be taken by the hirer and any damage or maintenance required to the vehicle due to the hiring of that vehicle will be paid for by the hiring group/organisation.

### **Care of Vehicle & Re-fuelling**

All Drivers will be provided with:

- Doc 4.02-4-3 Signed copy of Hire Application and Terms and Conditions of Hire
- Doc 4.02-1-3 Vehicle Running Sheet on which to record information regarding use of the vehicle including total kilometres noted plus any tollways used etc;
- The relevant Daily Vehicle Check Sheet – to be completed prior to use of the vehicle and upon return of the vehicle;
- The Vehicle Clip board with all Emergency information

**BIODIESEL IS NOT TO BE USED in any Service Vehicles.**

If any other fuel is used which results in repairs to the vehicle, the hirer will be charged for those repair costs.

NO ALCOHOL, SMOKING, EATING OR DRINKING is permitted in the vehicle at any time. Vehicle hirers are responsible for ensuring all rubbish is removed from the bus and the vehicle is left clean and tidy with all contents of gloveboxes, boots, first aid equipment the same as when the vehicle was collected.

A penalty of \$200 will be charged for the following:

- Failure to ensure cleanliness of vehicle on return
- Vehicle left unsecured (e.g. open windows, unlocked, depot left unlocked)
- Equipment left on resulting in flat battery (e.g. lights)
- Vehicle is not left fully fuelled

The Service must be notified of the use of any first aid equipment to allow for restocking.

### **Keys & Collection**

Keys are to be collected by 3:30pm the day prior to hire from the office, unless otherwise approved by the Office Coordinator. Keys and vehicle are to be returned to the office of Coast and Country Community Services Ltd the morning after the hire.

Should weekend hire be approved, access to depot will be provided and keys will be put in the drop box when hire is complete.

In case of a Saturday/Sunday hire key will need to be collected on the Friday.

The address for collection of the vehicles will be provided to the hirer and arrangements made for collection and drop off depending upon the Outlet.

### **Traffic Offences, Vehicle Damage, Breakdown or Accident**

The driver/hirer is responsible for all fines relating to traffic and parking offences.

Flowcharts provided should be followed in case of a breakdown or accident and the relevant Emergency Contacts Numbers used. The driver/hirer must contact the a person on the Emergency Contacts Sheet as soon as possible after any vehicle damage, breakdown or accident

*In case of a negligent accident, the hirer will be responsible for any expenses incurred by the Service as a result of the accident. In the event of an accident, the hirer will be liable for an insurance excess up to \$2000.00 or \$500.00 if the \$35 excess surcharge has been paid.*

**I, on behalf of the hiring group/organisation, have read the Terms and Conditions of Hire and agree to abide by them.**

Representatives Name *(please print)*.....

Signature:.....Date:.....

Driver's Name if different *(please print)*.....

Signature:.....Date:.....

OFFICE USE ONLY

Excess reduction Fee Paid – Y/N

Copy of Drivers Licence – Y/N

Orientation with complete – Y/N.....Date:...../...../.....

Coordinator/Manager sign off -.....