



Community Bus Scheme Procedure

Objectives

Council's Community Bus Scheme is intended to support organisations / groups which are:

1. Local to the City of Sydney government area;
2. Non-profit community based;
3. Providing services which directly and significantly benefit either the whole of the City of Sydney community or a specific target group within the City of Sydney area.

The buses are not available for organisations and groups outside the City of Sydney (unless the purpose of the outing is to benefit City of Sydney community/residents).

Similarly, the buses are not available to organisations and groups in City of Sydney for programs which benefit residents from outside the area (unless the purpose of the outing is to benefit City of Sydney community/residents).

The community buses must not be used for private, commercial or profit-making purposes.

Any breach of these conditions may result in the cancellation of an organisations' accreditation or individuals' authorisation.

Eligibility Criteria

To be eligible for accreditation your organisation / group must be;

- non-profit;
- community based; and
- able to demonstrate that they are providing services which directly and significantly benefit either the whole of the City of Sydney community or a specific target group within the City of Sydney area.

Priority of Access

Accredited users will be classified into the following User Categories which will determine their priority of access to the Scheme:

User Category	Organisation / Group Type
A	Non-profit, community-based organisation group undertaking joint projects with Council during the accreditation period targeting priority groups and community needs / issues.
B	Non-profit, community-based organisations or groups targeting priority groups and community needs issues who are directly benefiting residents of the City of Sydney Local Government Area.
C	Non-profit, community-based organisations or groups targeting nonpriority groups or where the purpose of the trip isn't directly benefiting City of Sydney Residents.

Priority of access will be given to organisations/groups whose members and clients find it difficult to access other means of transport, are transport disadvantaged and/or who experience social isolation.

Additional factors which may be taken into consideration may include:

- Organisation/group resources.
- Other transport options available.
- Purpose of the trip / program.
- Level of community benefit.

Organisation Accreditation

- Before any organisation / group can use any of Council's buses, it must first apply and receive formal "accreditation" by the City of Sydney.
- To become an accredited community bus scheme user, the applicant must complete the community bus scheme accreditation application.
- Applications will be accepted at any time during the year.
- Accreditation will be valid for a three (3) year term.
- Within the three (3) year accreditation period, if the designated applicant leaves your organisation/group or no longer has the relevant delegation for the organisation/group, an updated application must be provided.
- The applicant is responsible to abide to the terms and conditions associated with the accreditation and each hire.

Driver Authorisation

- To become an authorised driver, persons must have a valid drivers license. LR (Light Rigid) licence or higher is required to drive the City's Community Bus fleet.
- To become an authorised driver, the applicant must complete the community bus scheme driver authority application.
- As part of the driver authorisation process, the applicant will be required to undertake a site-specific induction (0.5hr) and undergo driver assessment (1hr).
- Site specific induction process will cover the hirer's roles and responsibilities associated to the use/hire of the City's Community Bus fleet and depot rules.
- Drivers are required to undertake a driver assessment/training as part of the City's Fleet Accident Management Strategy.
- Driver assessments are completed every three (3) years. However additional driver assessments/training maybe required at the discretion of the City.
- Driver authority is valid for a three (3) year term.
- Drivers must inform the Community Transport Coordinator of any licence cancellation or suspension.
- Driver authority applications can be applied anytime throughout the year (allow three (3) weeks for these applications to be processed)
- When applying for authorisation, drivers will need to present a copy of their driver's licence for validation.

- The applicant is responsible to abide by the terms and conditions associated with the authorisation and each hire.

Availability

- Buses are only made available to accredited organisations and groups.
- Buses are available for bookings Monday to Friday between 6:30am and 6:30pm.
- Any hiring request outside of the core hiring hours will be assessed on a case-by-case basis.
- All booking are subject to bus availability and internal demands.
- Bus availability can be obtained by contacting the City's Community Transport Coordinator.
- Organisations / groups using Council's Community Buses are generally required to provide their own driver(s). In some circumstances, a driver may be provided by Council at an additional cost.
- Buses are available for use within a radius of 100km from Bay Street depot, limits are defined by Morriset, Mt Victoria, Bowral and Kiama. If travel is required beyond 100k pre-approval is required.

Charges

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

- A list of fees and charges can be found on the City of Sydney website [Community Bus Hire](#)
- Payment for bus hire will be invoiced on a monthly and must be paid within 30 days from the date of invoice.
- Accredited organisations are responsible for any toll fees associated with each hire. Toll fees will be sent via invoice to the accredited organisations and must be paid within 30 days from the date of invoice.
- A kilometer charge for fuel usage will be charged to the accredited organisations upon completion of each hired occasion. A refueling fee plus the cost of fuel may be charged if a bus is not returned full of fuel.
- A cleaning fee may be charged if the bus is returned in an unacceptable condition. Drivers are responsible for removing all rubbish and should sweep the interior of bus after each hire.
- If the bus is returned more than once in an unclean state or without refueling, the organisations' accreditation may be revoked.

- Cancellation must be made at least 24 hours before the booking. Any cancellations made after this will incur a fee equivalent to the normal day hire fee.
- Overdue invoices may lead to suspension of accreditation until the outstanding balances have been paid.
- Where damage results from vandalism by the user, irresponsible use, or malicious damage, then it will be the responsibility of the accredited organisation / group using the bus to cover all costs incurred by Council in preparing it for further use. Future access to the Scheme may also be denied if a bus is returned damaged from vandalism or irresponsible use, or malicious damage.

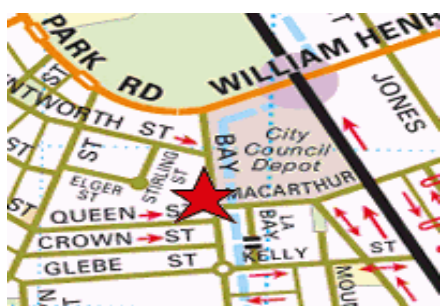
Bookings

- The City has four (3) x 22 seat (not including the driver) Mitsubishi Rosa community buses available for hire.
- Bookings are made by completing the bus booking form and emailing it to the City's Community Transport Coordinator.
- Bookings can be made up to three months in advance, but not less than five days before the date of hire.
- Bookings will be assessed in order of receipt and are dependent upon availability.
- Council's own transportation commitments will be accommodated in the first instance.
- During school holiday periods, priority will be given to programs and activities that support children and/or young people.
- All bookings requests require the hiring nominating an authorised driver – this is the only person who will be authorised to collect, drive and return the bus.
- Organisations making a booking must list the destination and purpose of hire. If groups wish to change the destination/purpose they must do so before the date of the booking.
- Council reserves the right to reject any booking.

Collecting and Returning Buses

- Council will only issue a bus to the driver nominated on the Booking Application. If there is a change in driver, organisations / groups are required to notify Council's Community Transport Service Coordinator before collecting the bus so that the booking can be adjusted.
- The bus must be collected and returned at the times stated on the booking form. If you need to alter these times, please contact Council's Community Transport Service Coordinator on 8019 6918. If you do not notify changes in pickup/ drop-off times, you may experience delays in collecting or returning the bus.

Buses are to be collected from and returned to: City of Sydney 2-24 Bay street Ultimo



Before taking charge of the bus, drivers must:

- Proceed to Council's security office (bay street depot) upon entering the depot. Drivers must advise security that you are here to drive a hired community bus and provide them with your name and the hiring organisation.
- Security will need to sight your driver's license on each occasion a bus is hired.
- A folder will be provided to the driver, the folder will contain a vehicle condition report (VCR), and information on what to do in the event of an accident/breakdown.
- While inside the depot the driver must comply with WHS requirements (including wearing a hi-vis vest and comply with all depot rules).
- The driver can park their private vehicle on site. This vehicle must be parked in the space the driver takes their designated bus from.
- Before driving the bus, the hirer must inspect and complete the "Before Use Vehicle Condition Report (VCR)"
- The driver must report any vehicle damage to the Community Transport services Coordinator prior to taking vehicle off site.
- If a vehicle fault or defect is identified, the vehicle must not be used, and the fault/defect must be reported ASAP to the Community Transport Coordinator.

Heavy Vehicle National Law

- The City is committed to complying with the Heavy Vehicle National Law (HVNL). Chain of Responsibility (COR) laws ensure that everyone in the supply chain shares responsibility for ensuring breaches of the HVNL do not occur. Every party in the COR is responsible for the safety of all their transport activities.

The parties in the COR for heavy vehicles include;

- employ a heavy vehicle driver (employer)
 - engage someone to drive a heavy vehicle under a contract for services (prime contractor)
 - direct the control and use of a heavy vehicle (operator)
 - schedule the transport of goods and passengers in a heavy vehicle, or schedule a driver's work and rest hours (scheduler)
 - consign goods for transport by a heavy vehicle (consignor)
 - receive goods delivered by a heavy vehicle (consignee)
 - pack or assemble goods for transport in a heavy vehicle (packer)
 - manage premises where five or more heavy vehicles are loaded or unloaded each day (loading manager)
 - load a heavy vehicle (loader)
 - unload a heavy vehicle (unloader)
- The Council has installed Telematics in all its buses to assist with compliance with the HVNL. Telematics allows the Council to track and monitor a vehicle including monitoring speed, driving behaviors and routes taken. Vehicles are also fitted with duress functionality which is monitored by the Councils security team.
 - Hiring hours are limited to 12 hours.
 - Drivers of fatigue-regulated buses (such as the ones owned by the City of Sydney Council), are required to keep written record of their work and rest information when travelling within a 100km of their base. Each hirer is responsible for recording this information. Drivers may use the template provided by the National Heavy Vehicle Regulator refer to the link attached [here](#).
 - For any booking approved that exceeds 12 hours or 100km radius additional documentation will need to be provided e.g. "travel plan". Drivers must also adhere to the fatigue management obligations under the *Heavy Vehicle (Fatigue Management) National Regulation (NSW) 2013*. Drivers must not work more than 12 hours and must rest for 7 continuous hours in a 24-hour period. Drivers must also record work and rest times in a driver work diary.

On returning the bus/vehicle, drivers must:

- Refuel the bus and provide a copy of the receipt.
- Parked in a designated bus parking space.
- Remove all rubbish and sweep interior.

- Complete the “Post Trip Inspection” vehicle condition report (VCR) and record and report any defects/fault or damage to the Community Transport Coordinator.
- Provide a completed written record of work and rest times.
- Complete all fields of the vehicle condition report sheet (VCR).
- Return all paperwork and keys to a Council security officer.

Accidents / Breakdowns

- In the case of a breakdown, drivers should contact NRMA for assistance.
- Under no circumstances are any repairs to be authorised or permitted by the hirer, the accredited organisation.
- Should any bus require repair, the driver must contact Council’s Community Transport Service Coordinator on 8019 6918 or Fleet Services 8512 1408.
- Drivers must report any accident or injury incurred while using the bus as soon as possible to the Council’s Community Transport Service Coordinator and complete a Motor Vehicle Accident Report Form.
- In the event of an accident both the vehicle and passengers are covered by Council’s insurance to a limited value (contact Council for additional information), provided the authorised driver is driving the vehicle at the time and that the law has not been broken.
- Any damage to a Council Bus/Vehicle that has occurred during a hire must be reported immediately. Failure to do so may result in the driver and/or organisations’ authorisation being revoked. Any suspension or cancellation of service is to be determined by the City of Sydney’s Direct Services Manager.

General Rules For Use

- Use of buses is limited to the approved purpose stated on the booking request.
- Use of Council buses for personal reasons is not permitted.
- Under no circumstances is any charges or fees to be made for the conveyance of passengers.
- The total number of persons travelling in the bus cannot exceed the number of passengers for which the bus is licensed.
- Only one person (child or adult) per single seat is allowed.

- Seatbelts are installed in Vehicles and must be always worn.
- The Council takes no responsibility for damage to or theft from privately owned vehicles whilst they are on City of Sydney property.
- The Council takes no responsibility for damage to, or theft of personal items stored on the bus.
- Groups / organisations using the bus are responsible for the behaviour of the passengers.
- Smoking, consumption of food/drink and drugs/ alcohol is not permitted on the bus.
- The bus is not to be taken off the road or driven on unsealed roads.
- The bus cannot be used for the purpose of driving tuition.
- The bus is not used in any motor sport.
- Drivers will be responsible for observing all traffic and parking laws and regulations whilst using the bus. This includes adherence to National Heavy Vehicle Legislation.
- Any infringements incurred will be the responsibility of the accredited organisation and driver at the time.
- All drivers of Council vehicles must abide by Council’s zero alcohol limit policy. Drivers must not to be under the influence of any drugs (legal or illegal) that affect their ability to drive. Drivers are to submit to random breath testing and random drug testing if required by Council staff or delegated officers. Failure to submit to random drug and alcohol tests will result in the cancellation of a drivers’ authorisation.
- In the event of breakdown or accident, the City of Sydney will NOT be responsible for the provision of or payment for alternative transportation or accommodation.
- City of Sydney Council vehicles are fitted with Telematics including live tracking devices.

Failure to abide by any of the rules of use or conditions outlined in this document may result in organisations’ accreditation or an individual’s authorization suspended or cancelled.

As the accredited Organisation I agree to abide by the terms set within this procedure.

Organisation
Name.....
Position.....
Date.....