

TBBCT Terms & Conditions for Vehicle Hire

Eligibility

- The nominated driver must hold a **current and valid Australian drivers licence**. A Light Rigid licence is required for any vehicle capable of carrying over 12 adults.
- The nominated driver must be over 25 years of age.

Bookings

- Bookings must be received at least one week in advance of travel.
- Bookings are to be made through TBBCT's fleet manager or bus administrator and must include a completed and signed TBBCT *Vehicle Booking Form*, copy of nominated driver's driver licence and signed *Consent for Drivers Licence RMS Record Check*.
- Priority will be given to TBBCT's target group (older people, people with disability and those who are otherwise transport disadvantaged).
- The fleet manager reserves the right to cancel any booking.

Cancellations and Alterations

- Please advise the fleet manager or bus administrator as soon as possible of any cancellations or changes to your booking.

Payment

- Payment is due within 28 days of receipt of invoice.

Usage

- The fleet manager will conduct a vehicle orientation with the nominated driver, prior to the hire. **No one shall drive the vehicle prior to receiving an orientation.**
- The nominated driver shall be responsible for correct installation of any child car restraints or wheelchairs. If you require wheelchair accessibility, this must be noted on your booking form. The fleet manager will cover safe wheelchair installation during the orientation.
- Arrangements for collection and return of the keys are to be made with the fleet manager prior to travel.
- The driver will complete and sign the *Daily Operator Report* as found in the vehicle.
- **Only the nominated driver shall drive the vehicle.**
- The driver must not be under the influence of alcohol or any other drug that may affect their driving, whilst operating the vehicle.
- The vehicle is available for travel within 300km of the Tweed Byron and Ballina shires.
- **No smoking is permitted on the vehicle.**
- The hirer will notify the fleet manager of any damage to the vehicle or any mechanical problems at the earliest opportunity.

Passenger Lists

- In some circumstances, if you are transporting older people, people with a disability and others who are transport disadvantaged, you may be required to complete a log sheet, with some basic passenger details. We would be required to pass this information onto our funding body.

Traffic Infringements

- All fines incurred as a result of traffic infringement are the responsibility of the hirer.

Additional Expenses

- The hirer is responsible for any additional expenses such as parking fees or tollways. Tollway payments are to be made through the TBBCT accounts department.

Accidents

- In the event of an accident, contact the fleet manager immediately on **0428 213 445** or 0432 515 992. Follow the *TBBCT Motor Vehicle Accident Procedure*.

Insurance

- All TBBCT vehicles are covered by comprehensive insurance. In the event of an accident, it is the responsibility of the hirer to pay any excess, which at time of printing is \$650. Should the insurer deny the claim due to false or misleading information provided by the hirer, they shall be charged full cost of any repairs and/or recovery. In the event of a minor accident, any reimbursement is to be negotiated with the fleet manager.

Vehicle Return

- The vehicle and keys are to be returned at the agreed time and to the agreed location.
- Kindly refill the fuel tank. A fuel card is kept in the vehicle for your use, you will be shown it's location in the vehicle during the orientation.
- The vehicle must be **returned in a clean and tidy condition**; otherwise a minimum cleaning fee of \$60 will be charged.

In addition to these terms and conditions, the hirer will at all times comply with the NSW and/or Queensland road rules and regulations.



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Fleet Manager: Faizel Hassan phone 0428 213 445