

33 226 912 121

P. O. Box 5099, Minto NSW 2566

Phone Enquires 9426 8999  
Client Bookings 1300 138794

Facsimile: 9426 8900  
Email: [transport@swct.com.au](mailto:transport@swct.com.au)

## **South West Community Transport**

**2012**

### **Vehicle Hire**

### **Package**

#### **Contents**

- Advertisement
- Terms and Conditions of Hire
- 2012 Booking Expression of Interest (for permanent bookings)
- Vehicle Carer Guidelines
- Hire Rate Schedule
- One Off Vehicle Hire Application Form
- Overnight Vehicle Application Form
- Out of Boundaries Request Form



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## **South West Community Transport – Community Bus Bookings for 2012**

South West Community Transport (SWCT) is currently seeking applications from community groups and organisations wishing to book community transport vehicles in the 2012 year.

Not-for-profit community groups or organisations in the Camden, Campbelltown, Fairfield, Liverpool and Wollondilly local government areas may apply.

SWCT is funded by the Home and Community Care Program (HACC) the aim of which is to provide support services to the frail aged, younger people with disabilities and their carers. Priority in bus bookings will be given to groups and organisations contributing to the aims and objectives of the HACC program.

Consideration will be given to the needs of other transport disadvantaged community organisations where spare capacity exists after the needs of the HACC groups and organisations have been met.

For an application package and/or more information please contact SWCT on 9426 8999.

## Terms and Conditions of Vehicle Hire Agreement

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### TERMS AND CONDITIONS OF VEHICLE HIRE AGREEMENT

South West Community Transport (SWCT) shall endeavour to ensure access to vehicles by eligible organisations and that access is provided without discrimination.

SWCT reserves the right to refuse access to persons who it reasonably believes may pose a risk to the safety or well being of other passengers, team members, themselves or the general public.

In the event of a vehicle being off the road due to unforeseen circumstances SWCT reserves the right to cancel a service on any given day without sustaining financial implications.

SWCT activities and HACC funded organisations will receive priority over non HACC funded organisations.

Group permanent bookings may be made by submitting an Expression of Interest for access to SWCT vehicles. Copy of the EOI may be obtained by phoning 9426 8999 or downloaded from SWCT website at [www.swct.com.au/publications/vehicle Hire](http://www.swct.com.au/publications/vehicle%20Hire).

#### Restrictions of Use

Informal groups that are not part of an organisation, and are thus not incorporated or accredited, are not eligible. It is inappropriate for SWCT to take on the risk of liability for passenger safety and activities of the group when:-

- a) The group holds no public liability insurance;
- b) The group is not accountable to any committee or body for service standards or operating requirements.

#### Vehicle Hire Expression of Interest – Successful Applicants.

Successful applicants of the Vehicle Hire Expression of Interest Process may be required to attend a Vehicle Hirer Information Day.

#### Conditions of Use

##### 1. Hirer

- 1.1 The vehicle must remain within the boundaries of Sydney, Wollongong, Hornsby, Berrima and Penrith.

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Camden, Campbelltown, Fairfield, Liverpool and Wollondilly**

## **Terms and Conditions of Vehicle Hire Agreement**

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- 1.2 User groups shall submit a written request for and obtain written authorisation from SWCT Management to travel outside the boundaries.
- 1.3 Vehicles must not be driven to any destination other than those approved at the time of the booking, nor used for any other purpose other than that identified in the original hire agreement.
- 1.4 User groups must provide information on destinations at least 1 week in advance of booking if destination other than that indicated on original hire agreement.
- 1.5 User groups shall submit a written request for and obtain written authorisation from SWCT Management to retain the vehicle for an overnight booking (refer overnight application form)
- 1.6 The organisation booking the vehicle is responsible for the behaviour of passengers and to ensure that there is no consumption of alcohol or illegal drugs during transport.
- 1.7 The organisation booking the vehicle is responsible for ensuring children in the vehicle are supervised at all times by a responsible adult and that they are restrained/seated as per rules and regulations required by law.
- 1.8 The organisation booking the vehicle is responsible for ensuring all rules and regulations required by law are implemented e.g. wearing of seat belts.

### **2. Driver – Provided by Hirer**

- 2.1 A copy of the driver's current licence shall be made available to SWCT at the time of booking and upon renewal of that licence.
- 2.2 The completion of a log sheet and provision of statistical information on passengers will be required from the driver and the user group via the vehicle hire form provided in the vehicle on the day of hire.
- 2.3 The driver shall be liable for all traffic infringements incurred.
- 2.4 Except in an emergency, the vehicle must not be driven by any person other than the person nominated at the time of booking via the original Hire Agreement. Any such emergency must be reported to SWCT immediately by phoning 0411 742 359.
- 2.5 If there is a breakdown, the driver should contact the service provider identified in the vehicle procedure manual located in each vehicle. Membership details are kept in this manual.
- 2.6 Should the driver act in an irresponsible manner causing or contributing to damage either mechanically or to the body or of or equipment within the vehicle, the hirer will pay for the full cost of the repairs, and the drivers right to access SWCT vehicles may be revoked.

### **3. Driver provided by SWCT**

- 3.1 Where agreement exists between SWCT and the hirer a driver may be provided by SWCT. SWCT will allocate the most appropriate and available driver on any given day. No one driver will be provided to a group.
- 3.2 Where groups require SWCT to provide drivers, full cost recovery for driving hours will be invoiced unless alternative arrangements negotiated and supported in writing, prior to booking.
- 3.3 Where a SWCT driver is provided and the hirer provides a Carer on the vehicle the Vehicle Carer Guidelines provided by SWCT shall apply at all times.
- 3.4 Where a SWCT driver is provided that driver remains under the direction of SWCT at all times and SWCT Policies and Occupation Health and Safety guidelines shall apply.

### **4. Vehicles**

- 4.1 The vehicles do not have provision for large amounts of luggage. No luggage is permitted on the bus or in the bus aisle. Hirer's are permitted to take hand luggage only on the vehicle.
- 4.2 The vehicle compound is located at 10 Cary Grove, Minto.
- 4.3 SWCT retains the right to allocate the most appropriate vehicle available on each day of hire.
- 4.4 Smoking, eating and drinking is prohibited on all vehicles

## Terms and Conditions of Vehicle Hire Agreement

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- 4.5 The vehicle shall be returned to its compound at the agreed time, as identified in the original hire agreement.
- 4.6 The vehicle shall be returned in a clean and tidy condition. Failure to do so shall incur a cleaning fee.
- 4.7 The vehicle shall be returned with a full tank of fuel. Failure to do so shall incur a fuelling fee.
- 4.8 For the safety of passengers SWCT provides the following equipment on all vehicles
- Fire extinguisher/s
  - First Aid kit
  - Universal precaution kit
  - Breakdown kit
  - Street directory
  - Umbrellas

Should any of the resources, requiring replacement e.g. first aid equipment, be used during the hire, the hirer must report such usage on the hire form so that they may be replaced immediately. In the case of over use, abuse or theft the hirer may be charged for the cost of replacement in addition to an administration fee.

### 5. Accident, Loss, Damage of Property

#### 5.1 Accident Procedure:

If accident involves another vehicle refer to Vehicle Procedure Manual for a copy of the Vehicle information sheet which identifies details required re the accident

If a person is injured contact emergency services immediately

All accidents MUST be reported to the police within 24 hours

Notify SWCT immediately of any accident/damage to the bus by phoning 0411 742 359

- 5.2 In the event of an accident or damage to the vehicle the Hiring group is responsible for the cost of the insurance excess of \$500 or the cost of repairs up to the value of \$500 (which ever is the least amount). This amount being payable within 14 days of the incident/damaging occurring.
- 5.3 SWCT vehicles are insured through AON Risk Services. The occupants of the vehicles are insured by Compulsory Third Party Insurance (Green Slip). Incidents occurring outside the vehicle or as a result of negligence of the hirer or their agent shall be covered by the hirer's insurance coverage.
- 5.4 The full cost of repair of damage caused by passengers will be the responsibility of the hirer and payable within 14 days.
- 5.5 SWCT and or its representatives shall not be responsible for any loss or damage to any property belonging either to the hirer or any person or passenger using or travelling on the vehicle.
- 5.6 SWCT retains the right to determine the cost of any damage and or extra cleaning necessary, following a hire. Costs plus any penalties incurred shall be payable by the hirer within 14 days.
- 5.7 In the event of breakdown or accident, SWCT will NOT be responsible for the provision of or payment for alternative transportation or accommodation.

Terms and Conditions of Vehicle Hire Agreement supports and is supported by

- Vehicle Booking Expression of Interest Form
- Vehicle One Off Vehicle Hire Form
- Overnight Vehicle Hire Application Form
- Out of Boundaries Request Form
- Carers Guidelines

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**2012 VEHICLE BOOKING EXPRESSION OF INTEREST**

Applications for access to SWCT vehicles during 2012 close on 6<sup>th</sup> December, 2011

**1. Group Information**

Name of organisation \_\_\_\_\_

Address for Correspondence \_\_\_\_\_  
 \_\_\_\_\_ Post Code

Name of Contact Person \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. Bookings**

Regular Booking required  One-off Booking required  *Please tick one*

Day of Week and Frequency \_\_\_\_\_ Commencing date: \_\_\_\_\_  
*e.g. every Monday or 2<sup>nd</sup> Monday of month*

**Times**

Start time: \_\_\_\_\_ am/pm Arrival time at venue \_\_\_\_\_ am/pm

Return time: \_\_\_\_\_ am/pm

Proposed use and Destination: \_\_\_\_\_

Size of group/ anticipated number of passengers: \_\_\_\_\_

If weekly booking, will the destination and times alter during the month  
*e.g. social outing on the 3rd Monday of the month*

Yes  No

If yes, please indicate which week you anticipate altering \_\_\_\_\_

## 2012 Vehicle Booking Expression of Interest cont.

Applications for access to SWCT vehicles during 2012

### 3. Driver

Can your group supply your own driver? Yes  No  Please tick one  
 If yes, the driver will need to undertake an orientation process. An LR class licence or higher is required to drive South West Community Transport buses (regardless of vehicle size)

If No, do you require access to SWCT driver to provide service?  
 Yes  No  Please tick one

### 4. Carer

Can your group supply a Carer to travel on the vehicle? Yes  No  Please tick one  
 If yes, guidelines for Carers will be provided in Hirers Package prior to accessing vehicles.

### 5. Group Evaluation

a) Does your group have an ABN? If yes please provide \_\_\_\_\_

b) Please indicate structure of organisation \_\_\_\_\_  
 e.g. Incorporated, Council auspiced, Trustee etc.

c) Which Local Government Area/s does your group cover? \_\_\_\_\_

d) Does your group have Public Liability insurance? Yes  No  Please tick one  
 If yes, a copy of current 'Certificate of Currency' to be attached to this application

e) Does your group receive funding to provide services? Yes  No  Please tick one

If yes, What type of funding e.g HACC \_\_\_\_\_

If no, how does the group obtain resources to operate? \_\_\_\_\_

f) Does your group allocate a budget item for transport? Yes  No  Please tick one

If yes, please indicate where these finances are allocated from \_\_\_\_\_

e.g. specific funding, fundraising, membership fees etc.

If no, please explain how the group intends to contribute towards the cost of transport provision.

g) Does your group have

An Occupation Health and Safety Policy Yes  No  Please tick one

Risk Assessment / Management Procedure Yes  No

Please tick one

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## **Vehicle Carer Guidelines**

### **Overview**

As part of the original conditions of vehicle hire Carers may be required to be provided by the group hiring the vehicle when transport services are being provided by South West Community Transport (SWCT) via SWCT Drivers. Under such agreement these Guidelines shall be implemented and the Carer shall be viewed as a worker on the vehicle. Groups providing their own driver shall supply and supervise their own Carer/s whilst on a vehicle.

### **Driver's Role**

Drivers shall be ultimately responsible for the safe and secure provision of transport, this includes ensuring all rules and regulations required by law are implemented.

The driver shall be responsible for and shall undertake all tasks required where access to the vehicle via the wheelchair hoist is a requirement.

The Driver shall be required to follow directions from SWCT office and shall not be in a position to follow directions from a Carer without first receiving confirmation from SWCT office staff.

### **Carer's Role**

Whilst acknowledging the overall responsibility held by the driver the Carer shall undertake the following duties:-

- Provide assistance to passengers from their door to the vehicle
- Provide assistance to passengers when alighting from the vehicle (with the exception of access via wheelchair hoist)
- Assist passengers in accessing seating
- Assist passengers in fitting seat belts
- Where required and skills enable the Carer shall act as an interpreter between the driver and passenger
- Shall ensure passengers follow drivers' instructions/directions when required and shall assist the driver in implementing such instructions/directions.

| <b>South West Community Transport<br/>2012 Vehicle Hire Rate Schedule</b>                         |                             |                                       |   |             |  |
|---|-----------------------------|---------------------------------------|---|-------------|--|
|   | <b>Full Cost per<br/>km</b> | <b>Driving Hours<br/>@ award rate</b> | <b>Admin Hours @<br/>award rate</b>                 | <b>Fuel</b> |  |
| <b>Week days - Monday to Friday</b>   |                             |                                       |   |             |  |
| Larger Buses  | \$1.00                      | Charged at cost                       | Charged at cost                                     | .30c per km |  |
| Smaller Buses   | \$0.65                      | Charged at cost                       | Charged at cost                                     | .30c per km |  |
| Out of area destinations incurr a \$50 surplus  |                             |                                       |   |             |  |
| <b>Weekends/out of hours - No SWCT driver</b>   |                             |                                       |   |             |  |
| Larger Buses  | \$1.00                      | N/A                                   | Charged at cost                                     | .30c per km |  |
| Smaller Buses   | \$0.65                      | N/A                                   | Charged at cost                                     | .30c per km |  |
| <b>Weekend/out of hours - with SWCT driver</b>  |                             |                                       |   |             |  |
| Larger Buses  | \$1.00                      | Charged at cost                       | Charged at cost                                     | .30c per km |  |
| Smaller Buses   | \$0.65                      | Charged at cost                       | Charged at cost                                     | .30c per km |  |
| Minimum \$65 charge to apply to HACC groups accessing large vehicle/s with driver during weekdays |                             |                                       |   |             |  |
| Minimum \$45 charge to apply to HACC groups accessing small vehicle/s with driver during weekdays |                             |                                       |   |             |  |
| Minimum \$100 to apply to Non HACC groups accessing large vehicle/s with driver during weekdays   |                             |                                       |   |             |  |
| Minimum \$80 to apply to Non HACC groups accessing small vehicle/s with driver du                 |                             |                                       |   |             |  |
| <b>ADDITIONAL COSTS WHICH MAY BE INCURRED WHEN HIRING SWCT VEHICLES</b>                           |                             |                                       |   |             |  |
| <b>Week Day Hire accessing SWCT driver for out of area trip</b>                                   |                             |                                       | Full cost recovery                                  |             |  |
| <b>Vehicle hire without SWCT driver</b>   |                             |                                       |   |             |  |
| Vehicle not returned in clean condition   |                             |                                       | \$50 plus Driver Hours incurred in cleaning vehicle |             |  |
| Vehicle not returned with a full tank of fuel   |                             |                                       | \$50 plus the cost of the fuel                      |             |  |
| Abuse of SWCT resources provided in vehicle   |                             |                                       | \$50 plus cost of replacement resources             |             |  |
| Cost of repairs for damage incurred during hire   |                             |                                       | Repairs under \$500 - full cost recovery            |             |  |
|   |                             |                                       | Repairs over \$500 - a \$500 excess fee will apply  |             |  |
| <b>For further information phone South West Community Transport on 9426 8999</b>                  |                             |                                       |   |             |  |



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**One Off Vehicle Hire Application Form**  
**Terms and Conditions set out in the Vehicle Hire Agreement apply at all times.**

**1. Group Information**

Name of organisation \_\_\_\_\_

Address of organisation \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Does the organisation have Public Liability Insurance coverage? Yes  No  *Please tick one*  
*If yes a copy of the current 'Certificate of Currency' must be provided with this application form.*

**2. Booking/s**

Date Required \_\_\_\_\_ Day of Week \_\_\_\_\_

Times

Start time: \_\_\_\_\_ am/pm Arrival time at venue \_\_\_\_\_ am/pm

Return time: \_\_\_\_\_ am/pm

*Vehicles must be returned by 5pm unless prior written agreement received from SWCT*

Can your group be flexible with this day? Yes  No  *Please tick one*

Please give alternative day of week/date: \_\_\_\_\_

Proposed use and Destination: \_\_\_\_\_

*Vehicles must remain within Boundaries identified in the Terms and Conditions of Hire  
 e.g. Sydney, Wollongong, Hornsby, Berrima and Penrith.*

Size of group/ anticipated number of passengers: \_\_\_\_\_



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**Overnight Vehicle Hire Application Form**

**Terms and Conditions set out in the Vehicle Hire Agreement apply at all times.**

**1. Group Information**

Name of organisation \_\_\_\_\_

Address of organisation \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Does the organisation have Public Liability Insurance coverage? Yes  No  *Please tick one*  
*If yes a copy of Certificate of Currency must be provided with this application form.*

**2. Booking/s**

Date Required \_\_\_\_\_ Day of Week \_\_\_\_\_

Times

Start time: \_\_\_\_\_ am/pm

Arrival time at venue \_\_\_\_\_ am/pm

Return time: \_\_\_\_\_ am/pm

*Vehicles must be returned by 5pm unless prior written agreement received from SWCT*

Commencing date: \_\_\_\_\_

Finishing Date: \_\_\_\_\_

Can your group be flexible with this day? Yes  No  *Please tick one*

Please give alternative day of week/date: \_\_\_\_\_

Proposed use and Destination, including explanation as to why the vehicle is required over night: *Vehicles must remain within Boundaries identified in the Terms and Conditions of Hire e.g. Sydney, Wollongong, Hornsby, Berrima and Penrith.*

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

## Vehicle Hire Application Form - Continued

Terms and Conditions set out in the Vehicle Hire Agreement apply at all times.

Size of group/ anticipated number of passengers: \_\_\_\_\_

Please identify target group to be transported \_\_\_\_\_  
*e.g. Aged, People with Disabilities, Youth etc*

Is passenger/wheelchair hoist access required? Yes  No  *Please tick one*

If Yes, How many wheelchair clients would be transported? \_\_\_\_\_

### 3. Garaging

Where will the vehicle be garaged overnight? \_\_\_\_\_

Is this  street OR  off street parking?

Will a risk assessment of the garaging options be undertaken? Yes  No  *Please tick one*

What strategies shall you undertake to ensure the safety of the vehicle?

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

Do you guarantee the safety of the vehicle in this situation? Yes  No  *Please tick one*

### 4. Driver

Can your group supply your own driver? Yes  No  *Please tick one*

*If yes, the driver will need to undertake an orientation process. An LR class licence or higher is required to drive South West Community Transport buses (regardless of vehicle size)*

If No, do you require access to SWCT drivers to provide service?

Yes  No  *Please tick one*

### 5. General

Which Local Government Area/s does your group cover? \_\_\_\_\_

Does your group have

An Occupation Health and Safety Policy Yes  No  *Please tick one*

Risk Assessment Procedure Yes  No  *Please tick one*

Have you read the Terms and Conditions set out in the Vehicle Hire Agreement?

Yes  No  *Please tick one*

Do you have authority from the above mentioned organisation to accept the conditions set out in SWCT 'Terms and Conditions of Vehicle Hire Agreement' Yes  No  *Please tick one*

Do you agree to abide by all conditions set out in SWCT 'Terms and Conditions of Vehicle Hire Agreement' Yes  No  *Please tick one*

Signed by (Full Name) \_\_\_\_\_ Signature \_\_\_\_\_

On behalf of (Name of Organisation) \_\_\_\_\_ Date \_\_\_\_\_

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**Out of Boundaries - Request Application Form**

**Terms and Conditions set out in the Vehicle Hire Agreement apply at all times.**

**1. Group Information**

Name of organisation \_\_\_\_\_

Address of organisation \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Does the organisation have Public Liability Insurance coverage? Yes  No  *Please tick one*  
*If yes a copy of Certificate of Currency must be provided with this application form.*

**2. Booking/s**

Date/s Required \_\_\_\_\_ Day of Week \_\_\_\_\_

Times

Start date and time: \_\_\_\_\_ am/pm Arrival date and time at venue \_\_\_\_\_

Return date and time: \_\_\_\_\_ am/pm Departure date and time at venue \_\_\_\_\_  
*Vehicles must be returned by 5pm unless prior written agreement received from SWCT*

Can your group be flexible with these dates? Yes  No  *Please tick one*

Please give alternative dates: \_\_\_\_\_

**Out of Boundaries - Request Application Form - Continued**  
**Terms and Conditions set out in the Vehicle Hire Agreement apply at all times.**

Proposed use and Destination, including explanation as to why the vehicle is required to travel out of standard boundaries: *Boundaries identified in the Terms and Conditions of Hire e.g. Sydney, Wollongong, Hornsby, Berrima and Penrith.*

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Size of group/ anticipated number of passengers: \_\_\_\_\_

Is passenger/wheelchair hoist access required?      Yes        No        *Please tick one*  
If Yes, How many wheelchair clients would be transported? \_\_\_\_\_

**3. Garaging**

Will the vehicle be required over night?      Yes        No        *Please tick one*

**If yes, please complete following**

Where will the vehicle be garaged overnight? \_\_\_\_\_

Is this  street OR  off street parking?

Will a risk assessment of the garaging options be undertaken?    Yes        No        *Please tick one*

What strategies shall you undertake to ensure the safety of the vehicle?

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Do you guarantee the safety of the vehicle in this situation?    Yes        No        *Please tick one*

**4. Driver**

Can your group supply your own driver?      Yes        No        *Please tick one*  
*If yes, the driver will need to undertake an orientation process. An LR class licence or higher is required to drive South West Community Transport buses (regardless of vehicle size)*

If No, do you require access to SWCT driver to provide service?  
Yes        No        *Please tick one*

**5. General**

Does your group have

|  |     |                          |    |                          |                        |
|--|-----|--------------------------|----|--------------------------|------------------------|
| An Occupation Health and Safety Policy | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <i>Please tick one</i> |
| Risk Assessment / Management Procedure | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <i>Please tick one</i> |

**Out of Boundaries - Request Application Form - Continued**  
**Terms and Conditions set out in the Vehicle Hire Agreement apply at all times.**

Have you read the Terms and Conditions set out in the Vehicle Hire Agreement?

Yes  No  *Please tick one*

Do you have authority from the above mentioned organisation to accept the conditions set out in SWCT 'Terms and Conditions of Vehicle Hire Agreement' Yes  No  *Please tick one*

Do you agree to abide by all conditions set out in SWCT 'Terms and Conditions of Vehicle Hire Agreement' Yes  No  *Please tick one*

Signed by (Full Name) \_\_\_\_\_

On behalf of (Name of Organisation) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_