



TAMBO MINI BUS HIRE (13 Seats + Driver)

Minimum Light Rigid (LR) Licence required

Applicant Information

Hirers Name: _____

Address: _____

Phone: _____

Email: _____

Name of Organisation: _____

Is the hirer using **approved
In-kind Support** from
Council: Yes No

Travel Details-
Location/Event _____

Tambo Bus

Located at:
Tambo Council Office
21 Arthur Street
TAMBO QLD 4472

Fees & Charges

Bond fee- \$400
Dry hire per km- \$1.65 (subject to
change)
Bus to be returned fully fuelled by
hirer.

Driver of vehicle information

Drivers Name: _____

Date of hire: _____

Time of Collection: _____ am / pm

Date of return: _____

Time of return: _____ am / pm

Please allow time to clean and fuel up after your travel.

Copy of the Drivers

LR Licence & Driver

Authorisation attached? Yes No

Are you travelling 100km
or more radius outside
of Tambo? Yes No

If yes, a **personal logbook is required**. The Department of Transport requires all drivers to complete a personal logbook if travelling 100km or more. **This is the sole responsibility of the driver.**

Tambo Mini Bus Hire Terms and Conditions of Use

Please tick the box once each hire terms and conditions have been read.

Council provides the hire of plant and equipment as a service to the communities of Blackall and Tambo. Hirers are expected to respect this privilege and abide by the terms and conditions set out herein.

- No smoking on the bus is to be permitted.
- Bus is to be fully fuelled prior to being returned. If not, Council will refill and charge at a per/litre rate in the accordance with the Australian Institute of Petroleum (AIP) QLD Regional Weekly Average. Rates can be viewed by visiting: www.aip.com.au/pricing/retail/diesel
- The interior (swept & mopped) and exterior (washed) of the bus is to be kept and returned in a clean state.
- Any damages that occur during hire is to be reported on return of the bus.

Declaration

I have read and agree to the hire terms and conditions of Blackall-Tambo Regional Council Facilities. I agree to the foregoing conditions of hire inclusive and certify that the information provided is true and correct to the best of my knowledge and indemnify Blackall-Tambo Regional Council against any claim whatsoever arising from my/our use of the facilities outlined above. By endorsing the above I agree to abide by the terms and conditions herein.

Your Name: _____

Signature: _____

Date: _____

Privacy

Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with Council's privacy policy.

OFFICE USE ONLY

Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emailed to Store Person:	Date:
Bond Paid:	Date: Receipt No:
Collection Checklist given to Hirer	Date:



Hirer/Driver to complete on collection of the bus. Return to Council Staff to keep on file.

Tambo Mini Bus Driver Collection

Please tick the box once each hire terms and conditions have been read.

- I will return the Bus at the arranged time to Blackall-Tambo Regional Council (Tambo) Office, at 21 Arthur St, Tambo QLD 4478
- The nominated driver has inspected the vehicle for damage and complete the checklist prior to hiring.

Please make sure the below is completed prior to hiring the bus. This will ensure that you will not be charged for any pre-existing damages. Any damages found after hire and not listed on this form may incur a fee.

Please mark with an 'X' all/any exterior damage on the bus diagrams.



Checklist prior to accepting hire:		
Interior is clean (no rubbish)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bus exterior is clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bus is fully fuelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any existing interior & exterior damage (marked on diagrams)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Hirer additional comments and describe any interior damage:

Speedometer reading recorded	Prior to hire	On return of bus
<input type="checkbox"/>		

Don't forget to record the speedometer before and after hire.

Driver Declaration- Please tick once read.

- I have inspected the bus upon collection and noted all/any damage in the section above. I understand that any damage occurred during the duration of this hire must be reported to Council on the return of the bus.
- I will refuel the bus before returning.
- I will report all/any damages to Council.
- I will ensure the bus is clean inside and out before return.
- I will complete the required Logbook/s, comply with the road rules and regulations in accordance with holding the respective bus licence.

Your Name: _____

Signature: _____

Date: _____

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CHECKLIST BUS RETURNED (to be completed by a Council Representative)		
	ON RETURN OF BUS	COMMENTS
End Speedometer Reading Recorded	_____ KMs	
Total KMS used	_____ KMs	
Bus Clean	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Damage to Bus	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bus fully fuelled	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Completed by: Staff name		
Emailed to Admin for Fee processing	Date: _____	