



Blackall-Tambo Regional Council  
6 Coronation Drive  
PO Box 21  
BLACKALL QLD 4472  
Phone: (07) 4621 6600  
Fax: (07) 4657 8855  
Email: [admin@btrc.qld.gov.au](mailto:admin@btrc.qld.gov.au)  
website: [www.btrc.qld.gov.au](http://www.btrc.qld.gov.au)

**HIRE OF**  
**Blackall Mini Bus (22 Seats + Driver)**  
**LR Licence & Driver Authorisation required by Driver**

<b><u>APPLICANTS DETAILS</u></b>			
<b>Organisation Name (if applicable)</b>			
<b>Surname</b>	<b>Given Name/s</b>	<b>Title</b>	<b>Date of Birth</b>
<b>Postal Address</b>			
<b>Phone Contact</b>		<b>Email Address</b>	
<b><u>REQUESTED HIRE PERIOD</u></b>			
<b>Collection &amp; Returning of Bus</b>			
<b>Pick Up</b>	<b>Date:</b> _____	<b>Time:</b> _____	<input type="checkbox"/> am <input type="checkbox"/> pm
<b>Return</b>	<b>Date:</b> _____	<b>Time:</b> _____	<input type="checkbox"/> am <input type="checkbox"/> pm
<b>Destination</b>			
<b>Traveling From:</b>		<b>To:</b>	
<b><u>DRIVER DETAILS</u></b>			
<b>Surname</b>	<b>Given Name/s</b>		
<b>Address</b>			
<b>Phone Contact</b>		<b>Email Address</b>	
<b>LICENCE NO.</b>		<b>CLASS</b>	<b>EXPIRY</b>

**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.



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## Terms and Conditions of Hire

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.

### I acknowledge that:

1. No Smoking on the Bus is to be permitted
2. The Interior (swept & mopped) and exterior (washed) of the bus is to be kept and returned in a clean state
3. Any damages that occur during hire is to be reported on return of the bus
4. Bus is to be fully fuelled prior to being returned. If not, Council fees will apply

<b><u>A copy of the following MUST be attached to this application:</u></b>	
	<b>Drivers Licence</b> (minimum Light Rigid (LR) Licence required)
	<b>Driver Authorisation</b> (An exemption from OA applies to an operator of a booked hire service when it is provided by an individual who is the operator and only driver for the service).
	<b>Personal Logbook</b> (only if applicant is travelling 100km or more radius outside of Blackall)
	<b>Council's Logbook</b> (provided inside the bus-yellow copy is to be returned to Council)
<b>*Please note that due to the Department of Transport's new regulations all Drivers must fill out a log book. This is the SOLE responsibility of the Driver*</b>	

I have supplied the information requested in this application and agree to the Bus Hire Terms, Conditions and Responsibilities, which I have been provided with. I understand that should such terms and conditions not be complied with, that I will be liable for all additional fees and charges, as per Councils Fees and Charges schedule, and at the discretion of Council I may be excluded from future hire of the bus or any other plant or equipment.

Sign: \_\_\_\_\_

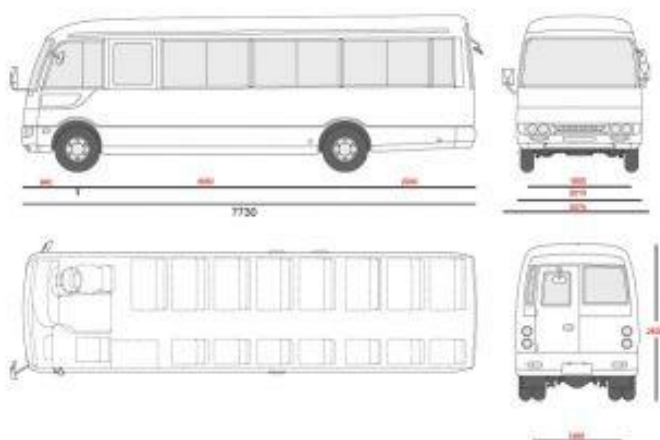
Date: \_\_\_\_\_

***\*Please read & initial bottom corner of each page \****

## **COLLECTION**

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 interior and exterior damage.



**Additional Comments:**


Key Contacts		
Emergency/ Accidents	Police, Fire & Rescue	000
Breakdowns/ Mechanical Issues	Workshop Supervisor	0488 574 220
All other Issues or Concerns	Director of Works	0427 574 298
Blackall-Tambo Regional Council (book or confirm bookings)	Main Office (Business Hours)	07 4621 6600

### **Driver Declaration**

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.

**Name:** \_\_\_\_\_

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*Please read & initial bottom corner of each page \**



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<b><u>OFFICE USE ONLY</u></b>										
Approved:					Date:					
Emailed to Store person					Date:					
Bus Bond Paid:			Yes			Date:			N/A	
						Receipt:				
In-kind Available?			Yes		No		Amount available:			
<b><u>CHECKLIST &amp; FEES (to be completed by a Council Representative)</u></b>										
	PRIOR TO HIRE		ON RETURN OF BUS			FEES & CHARGES				
						Item		Price		
Speedometer Reading Recorded	_____ KMs		_____ KMs			Total KMs		\$ _____ In-kind/Invoice		
Clean Bus						Cleaning Fee		\$ _____		
Damage to Bus						Excess		\$ _____		
Bus fully fueled						Refuel Cost		\$ _____		
Pre-check						<a href="http://www.aip.com.au/pricing/retail/diesel">http://www.aip.com.au/pricing/retail/diesel</a>				
Completed by:						Total		\$ _____		
<b>INSPECTION/HIRE COMMENTS</b>										
Hirer's Comments:										
Inspector's Comments:										
<b>BOND RETURN</b>										
RETURN TO HIRER			RETURN TO COUNCIL				TOTAL BOND			
\$ _____			\$ _____				\$ _____			
APPROVED:							DATE:			
<b>PROVIDE A COPY OF THIS FORM TO CREDITORS FOR PROCESSING OF BOND CHEQUE RETURN PAYMENTS</b>										