



GENERAL TERMS AND CONDITIONS OF USE

(Subject to change by Cumberland City Council at any time)

Booking vehicles through Cumberland City Council website on the 'Bookable' system.

<https://cumberland.bookable.net.au/#/>

- 1) Groups using the vehicles will be required to provide their own driver and refuel the vehicle, ensuring the tank is full after use.
- 2) Application is completed through the 'Bookable' system on Cumberland City Council Website at least two (2) weeks prior to date of booking.
- 3) All bookings are subject to confirmation or rejection by the Coordinator/Social Inclusion Transport Officer within seven (7) days of receipt of booking. The Social Inclusion Transport Officer will confirm booking through 'Bookable' system.
- 4) Organisations applying to use a vehicle must nominate on the application the name(s), address & license number of the person(s) who will be driving the vehicle.
- 5) Each driver(s) must hold a valid Class C license for the van or a Class LR license or higher for buses.
- 6) The vehicle must not be driven by any driver other than the person(s) nominated on the application form.
- 7) All drivers must complete a driver familiarisation before using the vehicle. This can be booked by contacting the Social Inclusion Transport Officer. Please note: A minimum of 2 weeks-notice is preferred to ensure you can be booked in prior to your vehicle hire.
- 8) The number of passengers shall not exceed 19 (including the driver) on a bus and 10 (including the driver) on the van.
- 9) Users of the vehicle are responsible for cleaning the vehicle and returning it in the same condition as it was when they received it.
- 10) The vehicle must only be used for the purpose(s) stated on the application form and approved by the Coordinator/Social Inclusion Transport Officer.
- 11) The vehicles may be used for trips within a 300km radius of Merrylands Post Office e.g. as far as Orange to the West, Canberra & Batemans Bay to the South and Bulahdelah to the North. Trips outside these boundaries will be considered on application.
- 12) In the event of an accident driver(s) must follow the procedure outlined in the front of the Log Book.
- 13) All accidents and any damage to the vehicle, no matter how minor, must be reported to the Coordinator or Social Inclusion Transport Officer on return of vehicle. Accidents must also be reported as required under the Motor Traffic Act.



- 14) In the event of damage to the vehicle, the first \$350.00 will be the responsibility of the hirer.
- 15) Drivers are required to complete all information in the vehicle Log Book, i.e. the purpose, date of use, duration, distance traveled, costs and quantity of fuel used and number of passengers.
- 16) Pick up and return the vehicle on time.
- 17) Check any issues with water and oil levels, tyre pressures and replenish or adjust as necessary or if not urgent, record information in the Log Book for Cumberland City Council Staff to follow-up.
- 18) Passengers are covered under Third Party Insurance.
- 19) No food, drink or drugs are to be consumed in the vehicle.
- 20) Smoking is not permitted in the vehicle.
- 21) The driver(s) of the vehicle must have zero alcohol reading at all times.
- 22) If any of the above conditions are not adhered to, future use of the vehicle will not be approved. A breach of contract fee will also be charged to the hirer or organisation.
- 23) In the event of an accident when any of the above conditions have not been adhered to, the hirer will be liable for the full excess.
- 24) For Social Inclusion Team vehicles, the service will have priority use of the vehicle at all times.