

Self-Drive Application 2023/24

Important Information for Applicants

Before completing this form, please read the **Community Transport Principles of Service** (pages 3 and 4 of this application) and confirm that your group is eligible to apply this service.

Is your group eligible to apply for this service?

Yes No

Please read the **COVID-Safe plan** for your group on Item 11.

By submitting your application form it is assumed that you agree to each all our service conditions.

1. Name of organisation/group

2. Is your organisation/group not-for-profit?

Yes No

How is it intended that this hire service be paid for?

3. Does your organisation/group receive financial assistance from federal, state or local government for the provision of transport or recreational services (includes Community grants)?

Yes No

4. If yes, from which organisation and how much?

5. Please describe the activities your organisation/group offer?

6. What is the estimated percentage of organisation/group members who reside in Stonnington?

- Less than 10% Above 60%
- Between 10% and 30% 100%
- Between 30% and 60%

7. Primary Contact for organisation/group

Name	Phone	Email
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8. Secondary Contact for organisation/group

Name	Phone	Email
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9. Street address for organisation/group

10. Mailing address if different from Street Address

11. The COVID-Safe plan for your organisation/group will include

- Recommends no one gets on the bus if they feel unwell
- Face masks are not required but are strongly encouraged to be worn inside the bus
- Maintain good hygiene practices and social distancing where possible
- If any passenger tests Covid positive within 5 days after the outing to report Immediately to Council

SIGNATURE

Name	Signature and date
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By signing this application, you agree to all conditions of use.

Community Transport Principles of Service 2022/23

As from 1 July 2022

Council's community transport program provides flexible and accessible transport assistance for older residents and people living with disability to stay independent and participate in community life.

The primary intention is to provide affordable assisted transport to meet unmet transport needs to identified retail and community destinations for eligible residents. The service does not provide transport for medical and health appointments.

A self-drive (11 or 12 seat) bus is available for hire by eligible not-for-profit community groups.

To be eligible to apply for the service an applicant must meet one of the following Principles of Service which guide the delivery of the Community Transport Program.

- » **Principle 1:** Affordable, door-to-door services for residents aged 65 years+, residents living with disability or with limited mobility to retail destinations.
- » **Principle 2:** Access to Council delivered social inclusion and wellbeing opportunities for older residents.
- » **Principle 3:** Access to community programs for older people where transport is not funded or provided by any other option.
- » **Principle 4:** Council approved community grant recipients.
- » **Principle 5:** Availability to eligible community groups for self-drive hire.

Principles of Service

Principle 1: Affordable, door to door services for residents aged 65 years+, residents living with disability or with limited transport to access retail.

The service will be available to residents who live independently to access a list of pre-determined retail destinations. Low level staffing support to assist participation based on an initial and annual assessment of risk to selves, others and staff will be required to use this service. Retail destinations are subject to change based on viability of route. Council will determine fees for service as part of its annual budget process. Community transport service is not available where the individual is funded for the activity under a package of care (NDIA or aged care).

Principle 2: Access to Council delivered social inclusion and wellbeing opportunities for older residents.

This service will be available to older residents and people living with disability or limited mobility who live independently to access a list of pre-determined Council operated programs. Low level staffing support to assist participation based on an initial and annual assessment of risk to self, others and staff will be required to use this service. Destinations are subject to change based on viability of route, will be reviewed quarterly and Council services will be prioritised within existing resources. Council will determine fees for service as part of its annual budget process. Community transport service is not available where the individual is funded for the activity under a package of care (NDIA or aged care).

Principle 3: Access to community programs and wellbeing opportunities for older people and people with disabilities where transport is not funded or provided by any other option.

This service will be available to older residents and people living with disability or limited mobility who live independently to access a list of pre-approved community-based programs. Low level staffing support to assist participation based on an initial and annual assessment of risk to self, others and staff will be required to use this service. Destinations are subject to change based on viability of route and will be reviewed quarterly. Council will determine fees for service as part of its annual budget process.

Participants or programs will be ineligible if the:

- » organisation, program or activity is funded under National Disability Insurance Scheme (NDIS)
- » organisation, program or activity is receiving aged care funding (including residential aged)
- » organisation is commercial or activity is profit-making
- » organisation, program or activity considered the responsibility of state or federal government to fund (e.g., education programs)
- » key focus of the organisation, program or activity is to promote political, religious or spiritual beliefs
- » organisation has entered into service or funding agreements with the Council to deliver agreed health and other supports, including transport.

Community Transport Principles of Service 2022/23 (continued)

As from 1 July 2022

Principle 4: Community approved community grant recipients.

The annual community grant program includes in-kind community transport grants. Groups must meet eligibility criteria and be approved for a grant by Council resolution each year.

Principle 5: Availability to eligible community groups for self-drive hire.

Approved community groups can hire a self-drive community bus to participate in community-based programs, subject to meeting hire criterion. Council reserves the right to apply restrictions on distance that can be travelled and length of time for hire.

Eligible hirers must:

- » supply their registration number allocated by Transport Safety Victoria when booking
- » have an Australian Business Number (ABN) or an Auspice Organisation with an ABN and written consent

- » be not-for-profit and incorporated under the *Associations Incorporation Act* or enacted under legislative provisions for charitable purposes; or supported by an Incorporated Association that is deemed to be a not-for-profit, as classified by the Australian Taxation Office (section 103A (2) (c) of the *Income Tax Assessment Act 1936*)
- » hirer and activity must be servicing City of Stonnington residents only
- » have current Public Liability insurance of no less than \$20,000,000
- » not be receiving funding for transport programs under another funding source (NDIA, Aged Care, Department of Education and Training, etc)
- » not be promoting political, religious, or spiritual beliefs.

Privacy Statement

The City of Stonnington offers a Community Transport Service to those who apply and meet the eligibility criteria (Service). Council collects the following Personal Information to administer the Service: name, contact details and transport related information about your passengers.

Your Personal Information will be used for the following primary purposes:

- » To assess your eligibility to access the Service;
- » To verify your identity and contact you;
- » To deliver the Service to you and ensure you agree to the terms and conditions; and
- » To process and dispatch Service invoices;
- » To process applications for community grants in connection with the Service; and

Council will not disclose your Personal Information to any third parties.

If you do not provide your Personal Information you will not be eligible to apply for the Service. If you wish to access or alter any of the Personal Information that you have supplied to Stonnington City Council, please contact Council's Privacy Officer by telephoning **03 8290 1333** or emailing **council@stonnington.vic.gov.au**. For more information about how Council handles Personal Information, please refer to our Privacy Policy.

Date and day request details

Minibuses seat 1 driver and 10/11 passengers.

Driver details must be supplied by organisation/group for this booking type.

COVID-Safe Plan to be attached with application.

If your group has a Community Grant, any change of date will require prior approval from Community Grant Manager.

Transport Safety Victoria Registration Number

BOOKING DATE/S

Single booking

Weekly *(tick preferred day)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Fortnightly *(tick preferred day)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Monthly *Specify details (e.g. first Wednesday of each month, or 15th of each month)*

Driver Details

Please provide some information on the person who will be driving the bus for your organisation/group. A copy of their licence must be included with this application.

Name

Licence number

Bus induction training completed (for use of bus with hoists only):

Yes No

Users must provide 24 hours' notice for cancellations or may incur a cancellation fee of \$50.

Self Drive Mini Bus Hire – User Information

Three Toyota HiAce Commuter minibuses with automatic drive are available for Stonnington Community Groups and not-for-profit organisations to hire.

Two of the buses are wheelchair accessible.

All buses are registered with Transport Safety Victoria RO 001623. Copies of Vic Roads Roadworthy certificate dated February 2022 are available upon request.

Bookings

The buses are available:

- » **Weekdays:** Monday to Friday between 9:30am and 4:30pm
- » **After hours:** Monday to Friday between 5:00pm and 7:00am
- » **Weekends:** from 5:00pm Friday until 7:00am Monday and public holidays.

Fees vary depending on the time of booking. See 'Fees and Charges' information sheet for details.

All hirers must be registered with Transport Safety Victoria and supply registration number on booking forms.

Bookings can be made Monday to Friday between 8:30am and 5:00pm by contacting Stonnington Community Transport on 8290 3224.

User Responsibilities

- » Users have a responsibility to read and carry out the Terms and Conditions of the hire agreement supplied. Acceptance of the keys will be considered as proof of acceptance of the terms and conditions.
- » For weekday bookings, keys can be collected from the Customer Service Counter at 311 Glenferrie Rd, Malvern from 9.30am.
- » For weekend and public holiday bookings, keys must be collected from the Customer Service Counter at 311 Glenferrie Road between 4:00pm and 5:00pm of the preceding day.
- » All buses are located at corner Glenferrie Road and High Street and must be returned to this location at the end of the day unless after hours permission has been granted. A fee of \$100 may be incurred if buses are not returned on time.
- » A daily charge will be made if keys are not returned at the end of hire period as agreed to.

New users and drivers applying to use a wheelchair accessible bus will be required to arrange for the nominated driver to complete training prior to the booking date.

Terms and Conditions

1. Driver Qualifications

- » Drivers must be registered to drive and provide a copy of their non-probationary Victorian Drivers licence for a manual/automatic vehicle. Probationary licence holders are not permitted to drive a Council vehicle. A copy of the driver's licence will be kept on file. Only registered drivers are approved to drive during the period of the hire agreement.
- » Drivers must not drive under the influence of non-prescribed drugs and have zero alcohol level at all times. All previous driving convictions must be declared when registering the driver. Council may in its own discretion refuse the hire of a vehicle to a driver it does not deem fit.
- » The hirer must supply a current organisational name, address and contact number.
- » Any fines incurred during the period of the hire are the responsibility of the driver and the organisation hiring the bus. Council will provide details of the responsibility of the registered driver if required to any authority.

2. Specific Requirements

- » No smoking or alcohol consumption by passengers is permitted in the buses.
- » Both driver and passengers must wear seat belts as provided. No more than the authorised number of passengers shall be carried in the bus.
- » The vehicles are not to be taken out of a radius of 150kms from Melbourne G.P.O. The destination must reflect the destination provided at the time the booking was made.
- » Council buses must only be driven on bitumen roads. The buses are not permitted to enter alpine or snow effected hazardous areas in Victoria.
- » The buses must not be taken into underground car parks. The height limit is 2.3 metres.
- » When the bus is kept overnight, off-street parking MUST be used where possible.

3. Paying for Petrol Used

- » All users are required to refuel the vehicle for the petrol they have used. Users must calculate their use at two (2) litres of fuel for every ten (10) kilometres travelled. The fuel receipt (or copy of) is to be returned with the keys as proof of compliance. Those who do not comply will be charged for fuel at the rate of \$1.00 per kilometre recorded. An additional staff service fee may also apply at Council's discretion.

4. Checking the Condition of the Bus Before and After

- » The driver MUST complete a bus checklist/damage report accurately. This checklist will be completed when the bus is collected and upon its return. It is the driver's responsibility to check oil and water levels, and tyre pressure.
- » The bus must be left in a neat and clean condition inside and out. Failure to clean buses may result in a staff service charge and result in the hirer being ineligible to any use of the bus in the future. A deposit or bond of \$100.00 may be requested of the hirer to be paid prior to the hire period at Council's discretion. Any deposit or bond paid by the hirer will be refunded to the hirer after deduction of any costs or expenses incurred including fuel.

5. Accidents/Breakdowns/Liability

- » Any damage to the bus must be reported to the Program Leader of Community Transport immediately, or as soon as practicable. An accident report must be completed by the driver.
- » If it is proven that the driver was driving under the influence of alcohol or drugs, the driver will be held responsible for all damage/injury occurring as a result of the accident. The cost of repairs and/or damages identified will be the responsibility of the agency/group hiring the bus.
- » Council reserves the right to charge costs for damage if the damage has resulted from the negligence of the Hirer.
- » Breach of any of the above conditions may result in Council denying liability for all costs in regards to a claim for costs.
- » All buses are registered with RACV; in the event of breakdown, call 13 11 11.

6. Cancellations by the Hirer

- » Cancellations must be made at least 24 hours prior to the expected hire date. Failure to provide a minimum of 24 hours' notice will result in \$50 fee being charged to the user.
- » If your group has a Community Grant, any change of date will require prior approval from Community Grant Manager.

7. Cancellation by Council

- » Council reserves the right to cancel the hire without notice, e.g. unavoidable repairs that deem the vehicle to be unsafe, or for emergency redeployment. All effort will be made to provide a hirer with sufficient notice and minimize disruption.
- » Immediate cancellation will occur if a group has not abided by guidelines as detailed in the Community Bus Policy.