1 INTRODUCTION

1.1 Hume City Council has one eighteen seater bus and six mini-buses which are available for use for the transport of community groups that would otherwise not have access to such transport.

1.2 Council’s community transport should not be viewed as a substitute for public transport, but rather as a complementary service providing transport assistance primarily to those people who cannot readily use public transport and/or are deemed transport disadvantaged. Council’s community buses are to be used to transport residents of Hume City Council to groups so that they are provided with opportunities for social contact otherwise not available.

1.3 The community transport service has been divided into two separate policies as follows:

- Community Large Bus Policy
- Community Mini-Bus Policy

2 POLICY STATEMENT

2.1 Use of Council’s Community Transport Vehicles will be subject to the conditions outlined in this Policy.

3 POLICY IMPLEMENTATION

3.1 COMMUNITY LARGE BUS POLICY

3.1.1 Background

3.1.1.1 Hume City Council has one large (eighteen seater) bus, with a hydraulic hoist. Council employs one part time driver and a
number of casual drivers to transport groups on a regular basis. The Council bus is used to a maximum capacity through the week, and currently no additional groups can make regular bookings during the hours of 9.00 am and 5.00 pm, Monday to Friday.

3.1.2 Aims

The aims are:

3.1.2.1 To transport residents of Hume who are largely housebound, to groups so that they are provided with opportunities for social contact otherwise not available.

3.1.2.2 To facilitate access to community facilities, Senior Citizens Centres, shopping facilities and social programs or functions organised for the benefit of the aged and people with disabilities.

3.1.3 Eligibility Guidelines

3.1.3.1 As this bus has both a hydraulic lift and a full-time driver, the bus will only be available to elderly persons and people with disabilities who are housebound, isolated and lacking alternative transport means, or have difficulty using such transport because of frailty or disability.

3.1.4 Guidelines

3.1.4.1 The bus is allocated on an equitable basis ensuring a balance between groups. Given that demand is greater than supply, each group will be restricted to using the bus once per week.

3.1.4.2 The bus will be used to transport frail older people and people with disabilities to attend programs.

3.1.4.3 People who receive this service are charged $1 per return trip. When the bus is available for a day excursion, each member will be charged $2 per trip.

3.1.4.4 When available the bus will be used for trips as approved by the Social Support Co-ordinator with priority given to:

1. eligible groups who do not currently receive any bus allocation;

2. eligible groups who do not have their own bus/transport; and

3. Council sponsored programs.

3.2 COMMUNITY MINI-BUS POLICY
3.2.1 Background

3.2.1.1 Hume City Council has six twelve seater mini-buses available for use by groups. One of the buses has a hydraulic lift. This bus can carry seven passengers and two wheelchairs or nine passengers and one wheelchair. Currently four buses are based at Broadmeadows, one at Sunbury and one at Craigieburn. The buses are maintained and updated by Council in line with its existing vehicle policy (each 3 years or 60,000 kms), the cost of which is borne by Council with subsidy from user fees.

3.2.1.2 Conditions of use and eligibility criteria are as stated within this document. All user groups are requested to familiarise themselves with this document in relation to their intended use of these vehicles.

3.2.2 Guidelines for Operation of Community Mini-buses by the Hume City Council

3.2.2.1 The purpose of the community mini-buses is to provide a service for community members who are transport disadvantaged to enable them to participate in activities and programs they would otherwise not have access to.

3.2.2.2 Transport disadvantaged groups will be those whose members are disabled, under 18 years of age or over 55 years of age, and people residing in areas which lack public and private transport.

3.2.3 Eligibility Guidelines/Priority Status

3.2.3.1 Priority of access will be given to:

1. Council Programs involving the transport disadvantaged.

2. Hume City Council Community groups – i.e. not for profit organisations for community purposes activities, church/voluntary groups, schools, nursing homes, hostels, groups accessing local residents to provide social and recreational outlets.

3. Hume City Council residents and staff for private use. This includes usage by private organisations and groups.

3.2.4 Procedure for Bookings

3.2.4.1 General bookings for groups under criteria 2 can be made not more than three months in advance by contacting the Social Support Office on 9205 2554

3.2.4.2 Groups under criteria 3 may not book more than 2 weeks in advance. The mini-buses will be allocated to these groups pending availability and overall suitability.
3.2.4.3 Groups must confirm the bus booking no less than 3 working
days prior to the use of the bus.

3.2.4.4 The buses can be booked subject to availability and eligibility
guidelines.

3.2.4.5 An application form must be completed prior to use and a copy
of a valid license lodged.

3.2.5 Collection of Keys

3.2.5.1 Keys must be collected from the Customer Service Officers at
their respective offices on the day of use. Keys may be collected
the day before if picking up prior to 8.30 or on Friday for
weekend use but buses may not be taken prior to the booked
time. Buses booked for the next day cannot be taken the night
before unless an overnight fee is paid. Customer Service Cashier
hours are Monday to Friday between 9.00 am and 4.30 pm. A
suitable time for all collections and returns should be arranged
with the Booking Officer at the time of booking. Keys returned
outside business hours must be returned as follows:

a) For Broadmeadows buses, keys must be placed in the mail
slot in the door at the front of the Broadmeadows Office.
b) For the Sunbury bus, keys must be placed in the mailbox
located next to the main entrance of Sunbury Offices.
c) For the Craigieburn bus, keys must be deposited through
the mail slot in the door of the Craigieburn Office.

3.2.6 License Requirements

3.2.6.1 A current Victorian car license is required to drive the buses.
Probationary drivers will not be accepted.

3.2.6.2 A bus usage form and the log book is to remain in the bus at all
times. Both must be filled out. The bus usage form must be
returned to the Customer Service Officer with the keys.

3.2.6.3 Drivers must carry their licences at all times.

3.2.7 Cost of Hire from 1st July 2002

3.2.7.1 The bond for this year is $50 per booking. For regular user
groups, the bond may be held subject to annual review.

3.2.7.2 The user fee is subject to eligibility guidelines and the particular
vehicle used.

(a) Council Programs:  
Hume City Council community groups – i.e. not for
profit organisations for community purposes/activities.

Hourly rate: $10.50 per hour + petrol
Daily rate: $60.00 + petrol (7.00am – midnight)
Overnight rate: $30.00 + petrol
Weekend rate: $165.00 + petrol (5.00pm Friday until midnight Sunday)

NB: BOOKINGS CANNOT BE MADE MORE THAN THREE MONTHS IN ADVANCE

(b) Hume City Council residents and staff for private use. This includes usage by private organisations and groups.

Hourly rate: $15.00 + petrol
Daytime rate: $90.00 + petrol (7.00am – midnight)
Overnight rate: $40.00 + petrol
Weekend rate: $235.00 (5.00pm Friday until midnight Sunday)

NB: BOOKINGS CANNOT BE MADE MORE THAN TWO WEEKS IN ADVANCE

3.2.7.3 Council also has an enclosed trailer that can be towed by some of the buses. The trailer is located at the Sunbury Office and must be picked up from and returned there. Additional cost for the trailer is $11.00 per day.

ALL PRICES ARE INCLUSIVE OF G.S.T. EXCEPTING THE BOND WHICH IS G.S.T. FREE

4 RELATED DOCUMENTS