

**POLICY NO: 3.10.10**

**COMMUNITY BUS – USE AND OPERATION**

**OBJECTIVE**

To provide:

1. Clear guidelines for the equitable assessment of requests for the use of the Community Bus.
2. Guidelines for the assessment of the following categories:
  - Requests for use by eligible residents;
  - Requests for use by not for profit agencies; and
  - Requests for use by private groups and individuals.

**POLICY STATEMENT**

The City of Vincent can assist residents over the age of 55 years and people with disability who have difficulty accessing transport for to meet their needs. Please note the Community Bus currently in operation is not universally accessible.

Assistance is available through group bookings utilising the community bus.

Applications for the use of the bus will be considered by the City's Administration in accordance with the Policy Guidelines.

<b>Date Adopted:</b>	<b>9 June 2009</b>
<b>Date Amended:</b>	<b>11 March 2014</b>
<b>Date Reviewed:</b>	<b>11 March 2014</b>
<b>Date of Next Review:</b>	<b>February 2019</b>

## **GUIDELINES AND POLICY PROCEDURES FOR COMMUNITY BUS POLICY NO. 3.10.10**

### **1. USE OF THE COMMUNITY BUS**

The bus is available for the use of groups of residents or from community agencies who reside or provide services in the City of Vincent.

The use of the Community Bus by groups and residents will be charged as set out in point 5.

The bus must only be driven on sealed roads. All passengers are required to wear seatbelts when travelling on the bus. Groups will be responsible for returning the vehicles in a clean condition and with a full tank of fuel.

### **2. APPLICATION FOR USE OF THE COMMUNITY BUS**

A request for the use of the Community Bus may be made by phone, in person or in writing from Monday to Friday, between the hours of 8.00am and 5.00pm.

The request should come directly from the individuals or groups requiring assistance.

Groups using the vehicles must provide details of hours booked, destination and client group. The nominated driver shall provide evidence of holding the appropriate driver's licence as determined by the State Government Department for Planning and Infrastructure.

### **3. ELIGIBILITY**

The Community Bus will be available for the group transport of well and mobile seniors over the age of 55 years and younger people with a disability who meet one of the following criteria:

- Reside in the City of Vincent. People who do not reside in the City of Vincent will not be eligible for assistance;
- Do not have their own means of transport and cannot conveniently access public transport;
- Experience a lack of alternative transport options;
- Live in a residence that is a distance from shops or services;
- Have the capacity to manage independently once at the destination.
- Hold a current Health Care Card or Pension Card.

The bus may also be used to meet the needs of other identified priority groups and services who meet the eligibility criteria listed above.

The City reserves the right to reject any booking.

#### **4. TYPE OF TRAVEL PERMITTED**

The use of the Community Bus will be approved for the following purposes:

- Group travel to a destination within the metropolitan area and no more than 100 km from the City's Administration Centre; and
- Group travel to enable participation in an activity or event which will enhance their well being and quality of life. For example, shopping, attending a local concert or an organised activity.

Preference will be given to supporting access to facilities, services and activities within the City except where those facilities, services and activities are not available in the City.

#### **5. FEES & CHARGES**

\$150 a day, \$80 for half a day - minimum hire charge \$80 (self drive only).  
Bond: \$250 with 100 kilometres per day included, extra kilometres are charged at 20 cents each. (Daily hire charges are calculated from 8am – 3pm). All fuel costs are the hirer's responsibility.

Should there be any damage or collision during the hire, the hirer will be liable for insurance excess costs.