

**Background**

The Shire of Manjimup Community Bus ('the bus') is a hireable vehicle which was acquired due to the acknowledged lack of public transport options connecting regional areas. The bus is made available to support core users to participate in programs and activities which benefit Shire residents.

Hire of the bus is managed internally by Shire officers. The aim of the service is not to compete with commercial operators but to provide an affordable transport option to core users within the Shire.

**Objectives**

The objective of this policy is to:

1. Formalise the guidelines in which the bus will be hired and managed.
2. Ensure that a consistent, fair and equitable assessment of hire applications is undertaken.
3. Ensure that this service does not compete with local commercial operators.

**Area of Application**

This policy applies to any community bus owned and managed by the Shire of Manjimup.

**Policy Measures****1. Hire Priority**

Not-for-profit organisations that service core users residing within the Shire of Manjimup are given priority use of the bus, those core users being;

- Youth
- Aged
- People with disability

Hire requests from individuals or organisations that service people outside of these core users can only be considered if the local bus company is unable to service their request.

**2. Fees and Charges**

Booking fees, kilometre charges, bonds, refuelling and cleaning costs will be charged in accordance with the Shire of Manjimup Fees & Charges. Hire fees are set with the intent to operate the bus in a cost neutral manner.

To facilitate affordable transport for core users residing within the Shire of Manjimup, the fees for these core users are subsidised.

3. Hire Applications

Hirers are required to complete and sign the Community Bus Hire Application form, acknowledging the Hirers' acceptance of the Conditions of Hire. The completed form must be returned to the Shire prior to confirmation of a booking.

4. Conditions of Hire

The bus is hired in accordance with the Conditions of Hire and appropriate licencing. In the event of any inconsistency between this Policy and the Conditions of Hire, the Conditions of Hire shall prevail.

**Adoption and Date Due for Revision**

**ADOPTED APRIL 2021**

**NEXT DUE FOR REVIEW APRIL 2025**

**The Administration of this Policy is by Community Services.**