



## **Baringhup & Maldon Community Bus**

### **BUS POLICIES**

**The hirer and/or driver are responsible for ensuring all policies are adhered to.**

#### **Alcohol and Drugs**

No alcohol is to be consumed by a volunteer or hire driver prior to or while driving a community transport vehicle. Similarly, no drugs should be taken which will have an effect on the ability of the volunteer to drive. This applies to both prescription and non-prescription drugs.

A bus driver must not have drugs or alcohol present in his or her blood or breath immediately before or while driving the bus.

Passengers are not permitted to consume alcohol, smoke or take non-prescription drugs while in the Community Bus.

Volunteer drivers or staff are not to take responsibility for administering prescription drugs to clients.

#### **Smoking**

Smoking is not permitted in the Community Bus. This is for the health and comfort of other clients and drivers who may be in the vehicle or use it at some other time.

#### **Eating and drinking**

Eating and drinking is not allowed in the Community Bus (with the exception of water).

Consumption of food and drinks may result in additional cleaning work for volunteers.

#### **Travelling with Animals**

Animals are not permitted on the Baringhup-Maldon Community Bus unless they are a support animal (emotional or physical).

#### **Seating Capacity**

Seating in the Community Bus is legally limited to the number of seat belts (12). Exceeding this limit may render insurance invalid.

#### **Fines/Infringements**

Any fines or infringements that occur are the responsibility of the driver at the time. No fines will be paid by the Maldon Neighbourhood Centre Inc.

**Maldon Neighbourhood Centre**  
Learn Local Provider  
Cnr Church & Edwards Sts  
Maldon Vic 3463  
[www.maldonnc.org.au](http://www.maldonnc.org.au)

T 03 5475 2093  
E: [info@maldonnc.org.au](mailto:info@maldonnc.org.au)  
**Open:** Mon, Tues, Thurs, Fri, 9am – 3pm  
ABN: 14 525 618 327  
A0008364F



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## Vehicle Accidents

Any accidents or damage to the bus must be reported to the Bus Coordinator as soon as possible. Please complete the ACCIDENT REPORT FORM and ACCIDENT FORM and provide to the Bus Coordinator. If an insurance claim is required because of an incident you will be liable for the excess payment of \$700.

## Incidents – Injury or Near-miss

Please report any injuries or near-misses to the Bus Coordinator e.g. falling or tripping.

## Vehicle Safety Checks

It is the responsibility of the driver to carry out a daily safety check prior to driving the bus to ensure defects and faults are identified (refer Bus Maintenance Check Sheet). Please communicate any faults or defects to the Maldon Neighbourhood Centre immediately. The Maldon Neighbourhood Centre is responsible for regular servicing, maintenance and comprehensive bus safety checks.

## Charter Agreements

A charter agreement must be completed prior to hiring the Baringhup- Maldon Community Bus.

- The name of the responsible person and his/her organisation is required. Please note that the person responsible for the hire of the bus is not necessarily the same person as the driver.
- The name, address and Drivers Licence number of the driver is required. Drivers must be 25 years or older. If more than one driver is to be used, full details of the other driver are also required. A photocopy of the Drivers Licence(s) is also required to be kept on file and should be brought by the driver when picking up the bus.
- Bus Policies must be adhered to at all times.
- The bus is to be returned in a clean condition with a full tank of diesel fuel. If the bus requires cleaning or refuelling then a charge will be incurred (including an administration charge). Please remember the bus requires DIESEL.
- Charges incurred on toll roads are the responsibility of the driver at the time. Tolls can be pre-paid (cheapest) or postpaid within 2 days. The bus does not have an E-tag.
- Any fines or infringements that occur are the responsibility of the driver at the time. No fines will be paid by the Maldon Neighbourhood Centre.
- A \$50 per day booking deposit is required which will be deducted from the hire charge. If the booking is cancelled, the booking deposit is forfeited.

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## Child restraint road rules

All persons travelling in a motor vehicle must travel in a restraint that is properly adjusted and fastened. The restraint will be a child restraint, booster seat or adult seatbelt. The type of restraint will depend on the person's size.

The road rules in Victoria require:

- A child under six months of age to travel in a rearward facing approved child restraint.
- A child aged six months to under 4 years to travel in either a rearward facing OR forward facing approved child restraint. The type of restraint will depend on the child's size.
- A child aged 4 years to under 7 years to travel in either a forward facing approved child restraint with an inbuilt harness, or an approved booster seat\*. The type of restraint will depend on the child's size.
- A child aged 7 years to under 16 years to travel in either an approved booster seat or an adult seatbelt. The type of restraint will depend on the child's size. A booster seat can be used with a lap-sash seatbelt. A child safety harness is not recommended for use with a booster seat in a seating position with a lap-sash seatbelt.
- A person 16 years and over to travel in an adult seatbelt.

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