



## 1. Preamble

The following policy document is in keeping with the major sponsorship requirements for the 2013 Toyota Hiace Registration 1EL8FJ community bus and trailer. It is acknowledged that the major sponsor for the project is Sunbury Connected Communities and that, in order to facilitate the community access to these assets, the Rotary Club of Sunbury has agreed to undertake the management of the vehicles. As such, registration and insurance of the bus and trailer are under the name of the Rotary Club of Sunbury, with the understanding that the registration, insurance and maintenance costs will be covered by either SCC or another sponsor.

## 2. Qualifying Organisations and Drivers

Each organisation that applies for the use of the bus will qualify by registering with the Rotary Club of Sunbury as a "User Organisation". The criteria for qualification to become a user organisation are as follows:

Eligible community groups who can apply for use of the bus will be:

Uniquely Sunbury organisations,

Have limited ability to hire or obtain a bus from elsewhere, and

The provision of a bus will 'make a difference' by supporting those in need.

The Sunbury Rotary Community Bus Committee will decide, upon application, if an organisation fits the criteria to become registered for use of the bus and trailer. The registration of an organisation will include the information of all potential drivers from that organisation and, if required by the Sunbury Rotary Club, will produce driver records for the prospective drivers.

Each driver must be fully licensed and over 25 years of age and will supply a certified copy of their current Victorian driver's licence, contact details, and sign for each use of the bus, as well as fill out the onboard log book for each journey.

The Rotary Club of Sunbury, through its Community Bus Committee, maintains the right to withhold the use of the bus and trailer from any specific driver or organisation, where it deems the driver or organisation no longer eligible to use the community bus and trailer based on the criteria laid out in this document or any other reason which the committee considers to be detrimental to the well-being of the vehicles or potential harm to passengers or the wider community.

## 3. Costs of Usage

The Sunbury Community Bus and Trailer are essentially provided to organisations that are seeking to serve the community with limited resources. As such, it is not the intention of the Rotary Club of Sunbury to make a profit from the usage of the bus, however any financial contribution by user organisations for the use of the bus will be gratefully received as a means of covering the costs of providing the bus and trailer to the community.

The designated driver for the user organisation will sign a form at the beginning of each usage period accepting full responsibility for:-

- (a) Payment of all tolls used for trips during booking period.
- (b) Returning the bus with of the same amount of petrol as when it was picked up and in a clean state for the next user.
- (c) Payment of any traffic or parking infringement notices issued during the booking period.
- (d) Payment of excess for the repair of any damage incurred to the vehicles during the booking period at the following rates:  
\$700 for drivers 25 years and over and \$1600 for under 25 of age.
- (e) The behaviour of all passengers in respect to adherence to law and due care of the vehicle.

#### 4. Contact Details and Booking Bus and Trailer

A registered driver may use the online bus booking system to make bookings. The booking which will be tentatively entered in the booking calendar at the time and the booker notified when confirmed.

For any concerns or difficulties using the online system please ring, text or email the contact shown below.

The bus and trailer will be garaged, picked up and returned to the Sunbury Community Shed at 207 Gap Road, Sunbury.

Rotary Club of Sunbury

Email: [sunburyrotarycommunitybus@gmail.com](mailto:sunburyrotarycommunitybus@gmail.com)

Phone: 0490 050 947