**Bus Usage Guidelines**

**Registered Users**

* All users must be registered with Campsie Earlwood Clemton Park UCA. A Bus Usage Form must be completed including a photocopy of a current driving licence for each driver.

**Campsie Earlwood Clemton Park Bus Usage Form**

* All users must complete the Bus Usage Form. This can be downloaded from the website and printed. All details are to be included and the form returned with the amount owed/paid and details of the bank EFT or deposit.

**Log Book**

* All users must also complete the log book at the commencement and conclusion of the usage period. This includes the starting and finishing kilometres on the odometer, the km travelled, the date of usage and road tolls incurred. The log book is kept in the bus.

**Accidents and damage to vehicle**

* In the event of an accident with another vehicle or major damage to the bus, a Motor Claims Information Pamphlet including the procedures to follow and information to gather from the other driver can be found in the glove box of the bus. The pamphlet contains the telephone contact number of Proclaim who manage all motor claims for UCA NSW & ACT Synod. The completed form should be returned to the bus administrator to follow up the claim. Any minor damage to the bus must be reported and paid for. Should the bus be involved in an accident and the user is at fault a $500.00 excess will be charged to the user.

**Returning the Bus**

* The bus must be returned with at least a quarter tank of petrol. Users may pay for petrol using the user’s own funds and will need to produce a receipt or copy when returning the bus. Alternatively, a user may fill the bus using the Campsie Earlwood Clemton Park fuel card. All users must leave the bus in a clean and tidy condition. All rubbish is to be removed. If there has been a liquid spillage, effected areas must be wiped clean. (A cleaning fee of $60.00 will be charged if the bus is not returned in a clean condition).

**Payment**

* Usage of the bus is on a loan basis. Amounts set for usage are to cover costs. Campsie Earlwood Clemton Park congregation has set an amount of $50.00 as a donation towards the loan of the bus. This amount includes 30km travel. However, any excess travel above 30km is $0.50 per km. Tolls are to be paid by the user. Deposits of $50.00 are to be made before using the bus.

**Priority of Usage**

1. Uniting Disability partners, community organisations, official church functions
2. Church members and other church outings

**Acknowledgement**

 *I have read the Campsie Earlwood Clemton Park Bus usage guidelines and hereby agree to abide by them.*

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Signature:** |  |
| **Position:** |  |

*Campsie Earlwood Clemton Park Bus Usage Form (to be completed before and after each journey)*

|  |
| --- |
| **Details of User** |
| Name or Group Name: |  |
| Address: |  |
| Contact Number: |  |
| Email: |  |

|  |
| --- |
| **Licence Details** |
| Driver’s Full Name: |  |
| Do you hold a full drivers licence? | ❒ Yes ❒ No |
| Driver’s Licence Number: |  |
| Expiry Date: |  |

*A copy of your driver’s licences must be submitted.*

|  |
| --- |
| **Your Recorded Journey** |
| Date of usage |  |
| Time of usage | ❒AM ❒PM |
| Date of Return |  |
| Time of Return | ❒AM ❒PM |
| Destination/Purpose |  |
| Start Kilometres: |  | Finished Kilometres: |  | Total Kilometres travelled: |  |

|  |
| --- |
| **Finance** |

Have you paid $50.00 deposit? ❒ Yes ❒ No

Please provide deposited receipt description

|  |  |  |
| --- | --- | --- |
| Number of Toll Roads:  |  | $ |
| Accident Reported | ❒ Yes ❒ No |  |
| Major/Minor damage reported | ❒ Yes ❒ No |  |
| Excess Km travelled over 30km @$0.50 per km |  | $ |
| Did you fill Petrol while using the bus? *attach copy of petrol receipt* | ❒ Yes ❒ No | $ |
| **Final Balance to be paid** *(Tolls plus excess km minus deposit and petrol)* | **$** |

**Payment must be made into the following Uniting Financial Services Account.
Account Name:** Campsie Earlwood Clemton Park UCA**,**

**BSB:** 634 634**, Account number:** 1000 20842

*Payments may be made by EFT online or at any Westpac Branch. Please provide a receipt for each transaction. Receipt Descriptions must include the word bus and date used (e.g. BUS28102017).*