

**MORANG SOUTH PRIMARY
SCHOOL**

**POLICY FOR THE LOAN
OF SCHOOL BUS**

1. AGREEMENT:

- 1.1 All borrowers requesting to use the school bus must sign an agreement to abide by the conditions contained in this document.

2. APPLICATION:

- 2.1 Applications should be made on the prescribed loan agreement form and will be managed by the Morang South Primary School Council. Application forms are to be forwarded to the school office at 77 Gorge Road, South Morang, 3752.
- 2.2 The School Council reserves the right to refuse the loan of the bus to any party without stating the reasons for doing so. The School Council also reserves the right to revoke approval to loan in exceptional circumstances, and with reasonable notice.
- 2.3 The bus is available from 8.15 am until 4.30 pm Mon-Friday unless specifically negotiated in advance.
- 2.4 All drivers must hold a current Australian Drivers Licence.
- 2.5 Loans must be requested at least 2 days before actual loan day.

3. BUS AVAILABLE FOR LOAN

- Ford Transit Bus 2004 Model (seats 12 people)
- Rego TBJ385
- Comprehensive Insurance with RACV
- Excess \$500, plus \$1600 for drivers under 25 years of age
- This vehicle is fitted with an E Tag
- RACV Membership No: 5348141
- Road Side Assistance RACV

4. CONTRIBUTION

- 4.1 All contributions, as determined by the School Council, in connection with the use of the bus must be paid in full at the school office. Payment will be required within seven days of the date of the loan of the bus.
- 4.2 Contributions will be reviewed at the end of 3rd Term 2007 and then annually.
- 4.3 The current contribution rate is \$80 per day.
- 4.4 E Tag charges will be invoiced separately when we have checked online to determine the actual charges.

5. COLLECTION AND RETURN OF BUS

- 5.1 To enable instructions to be given, the bus must be picked up between 8.15 – 8.45am. Return must be between 3.45- 4.30pm.
- 5.2 The bus must be returned with a full tank of diesel. The tank is located on the passenger side of the bus

6. CARE OF THE BUS:

- 6.1 The bus must be left in a fit state of cleanliness and tidiness for the next user, within the prescribed booking time.
- 6.2 The borrower is responsible for ensuring that the insurance excess is paid in the event of an accident occurring. The excess is \$500 for all drivers and a further \$1600 for drivers under 25.
- 6.3 Smoking and/or alcohol consumption are not permitted in the bus.
- 6.4 No animals shall be allowed onto the school bus.
- 6.5 The borrower shall be responsible for the parking of their vehicle in or adjacent to the school grounds. Parking is strictly limited to properly constructed designated parking areas only, or as directed by school staff.
- 6.6 When refuelling the borrower **must** purchase **Diesel** from either Mobil, Shell or BP service stations only.

7. DAMAGES

- 7.1 Damage occurring to the school bus whilst it is being used by the borrower, shall be paid for by the borrower.
- 7.2 Any damages affecting the bus, must be reported immediately and prior to leaving the premises, or the borrower will be subject to charges for any loss not otherwise recovered. Such report to be made to one of the following School representatives.

School Office	9404 1548
Julie Jones (Principal)	9439 4021

8. LIABILITY

- 8.1 Neither the School Council nor its nominated representatives, nor any other person acting on behalf of the school shall be liable for any loss, damage or legal liability incurred by the borrower.
- 8.2 No responsibility will be taken for any equipment supplied by the borrower which is stored on the school bus.

- 8.3 All legal requirements for the conduct of any specific activity must be complied with completely.
- 8.4 The borrower is responsible for any fines, tolls or any costs associated with the driving, cleaning or repairing the bus. An administrative charge will be made if the school has to follow up any of these costs.

9. AGREEMENT VARIATIONS:

- 9.1 All cancellations or variations of date and time must be made and lodged at the school office not less than two days before the agreed date of loan.

10. BEHAVIOURAL EXPECTATIONS:

- 10.1 No obscene or insulting language or disorderly behaviour shall be permitted in the school bus. Persons under the influence of alcohol or other substances are also not permitted on the school bus.
- 10.2 The borrower will not allow any person other than those specified on the agreement form to drive or be in charge of the bus.
- 10.3 It shall be at the discretion of the School Council, or its representative, to require the borrower of the bus to supply a full and detailed written description of the intended activity or program.
- 10.4 Bus users will leave the school in a quiet and orderly manner as a courtesy to our neighbours.

11. KEYS:

- 11.1 The borrower will need to collect keys from the school prior to the activity and return them to the school at the end of the loan period.
- 11.2 The loss of keys will mean the replacement of keys at the expense of the borrower.

12. DISPUTE RESOLUTION:

In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter or thing contained herein, the decision of the School Council shall be final and conclusive.

MORANG SOUTH PRIMARY
SCHOOL

**BUS LOAN
AGREEMENT**

ORGANISATION: _____

ADDRESS: _____

TELEPHONE: _____

RESPONSIBLE OFFICER OF THE BORROWER:

NAME: _____

TITLE: _____

PHONE: _____ MOB: _____

LOAN PERIOD: DAY(S): _____

TIME(S): _____

DATE(S): _____

DRIVER DETAILS:

NAME: _____

CURRENT DRIVERS LICENCE NO: _____

EXPIRY DATE: _____

I undertake.....

1. To pay the contribution, asked by the School Council for the use of the designated bus, and to leave the bus and equipment used in a fit state of cleanliness and tidiness for the next user. In the event of any damage occurring to the bus, while it is being used, to pay to the School Council the cost of the insurance excess, or the cost of any damage to the garage.
2. To ensure that my organisation complies with all the legal requirements for the conduct of the proposed function or activity.
3. That I have read all the conditions of loan supplied by the School Council, and that I agree to abide by all the conditions therein.

DRIVERS

SIGNATURE: _____

DATE: _____

PRINCIPALS:

SIGNATURE: _____

DATE: _____

MORANG SOUTH PRIMARY SCHOOL OFFICE USE ONLY!

LOAN APPROVED:

AUTHORISED PERSON _____