

To be completed prior to commencement as a volunteer with Council

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|---|--------------|-----------------|--------------|--|-------------------|
| APPLICANT NAME: | | | | | |
| ORGANISATION: | | (if applicable) | | | |
| DRIVER'S FULL NAME: | | | | | |
| ADDRESS: | | | | | |
| TELEPHONE: | HOME: | MOBILE: | | | |
| DESTINATION: | | | | | |
| PURPOSE OF TRIP: | | | | | |
| DEPARTURE DETAILS: | | DATE: | TIME: | | |
| RETURN DETAILS: | | DATE: | TIME: | | |
| INSURANCE REQUIREMENTS: | | | | | |
| DRIVER LICENCE NO: | | EXPIRY DATE: | | | (√) Copy attached |
| VEHICLE CONDITION AT TIME OF HIRE (detail any scrapes or scratches): | | | | | |
| | | | | | |
| CONDITIONS OF HIRE: | | | | | |
| <ul style="list-style-type: none"> • Maximum load 12 persons (11 passengers plus driver)- Youth Services • No food or alcohol to be consumed in vehicle • Children to be supervised at all times by a responsible adult • Vehicle not to be driven to any destination other than that approved at the time of the booking nor used for any other purpose other than identified in this agreement. • Vehicle log sheet to be completed • Vehicle to be returned in a clean condition with a FULL tank of fuel – NOTE: Diesel fuel • Regarding First Aid kit in vehicle – please advise if any items have been used so that stock can be replenished • Keys to be returned upon return (or as agreed) • Any damage or mechanical issue to be reported (As per Gilgandra Shire Council Youth Services Bus Policy) • Gilgandra Shire Council will not be responsible for any loss or damage to any property belonging to the driver or any person or passenger using or travelling in the vehicle | | | | | |

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| Responsible Officer | Director Community Services | | |
| Date Created: | December 2019 | Version: | 1.0 |
| Review Date | Version | Comments | |
| 07/09/2021 | 1.2 | | |

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|---|--|
| I agree with the conditions of hire: | |
| SIGNATURE: | |
| DATE: | |

Privacy

The personal information provided in this document is protected under the Privacy and Personal Information Protection Act (PPIPA), 1988. The PPIPA provides for the protection of personal information and for the privacy of individuals.

Gilgandra Shire Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected.

If you have a complaint or require further information about the collection and use of personal information please contact Council's Director of Business and Corporate Services.

| COUNCIL USE ONLY | | | |
|--------------------------------------|--|--------------|--|
| APPROVED BY: | | DATE: | |
| HIRE FEE: | | | |
| PAYMENT DETAILS: | | | |
| VEHICLE ASSESSMENT ON RETURN: | | | |
| INSPECTED BY: | | DATE: | |

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