**Hire Conditions**

* **Payment in advance is required.** See the Bus Hire Form for details.
* The name of the responsible person and, if applicable, the name of their organisation or group is required.
* **The driver must be aged 25 years or older.**
* A standard driver’s licence is required. The name, address and driver licence number is required. A photocopy of the driver’s licence is required to be kept on file.
* The driver must maintain a zero drug and alcohol level during the entire period.
* Smoking and the consumption of alcohol on the bus is strictly prohibited at all times.
* The bus is to be returned in a clean and tidy state with a full tank of diesel fuel. If the bus requires cleaning or refuelling then a charge for this, including an administration charge, will be made against the nominated credit card.
* The bus uses **DIESEL** fuel.
* Any incidents or damage to the bus must be reported to the RTC Duty Officer as soon as possible. If any insurance claim is required because if an incident during your hire, you will be liable for the excess payment of $725.
* The bus must only be on a road that is properly formed and sealed or a road that is properly formed and maintained by the Shire or VICRoads.
* If you plan to travel on Citylink or Eastlink you must go online and purchase a pass for the date. You will be issued a pass and receipt. You must note these details on the Bus Hire Form.
* The bus keys must be collected and returned between 9:00am and 4:30pm from the Newstead RTC, or, by arrangement, collected from and returned to the RTC lock box.
* The RTC has RACV Total Care. In the event of a breakdown, here are the details you need:

**Ph:** 137 228; **Policy No:** 6323281; **Bus registration:** ZKZ 975

**Privacy Note**

Any personal information collected in relation to the hire of the bus is to ensure the driver is licenced to drive the vehicle, and to collect credit card information in the event this is required. It will be used solely for the purpose of administration of the Newstead & District Community Bus. Details will be permanently deleted once the hire has been satisfactorily completed.