

## BUS BOOKING and HIRE FORM



Langford Aboriginal Association  
*Heart of Our Community*

### ORGANISATION DETAILS

Organisation Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### DRIVER DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address \_\_\_\_\_

Mobile: \_\_\_\_\_ Drivers Licence Number: \_\_\_\_\_

Email: \_\_\_\_\_

Hire Period: Day \_\_\_\_\_ Date \_\_\_\_\_ From \_\_\_\_\_ am / pm

Day \_\_\_\_\_ Date \_\_\_\_\_ To \_\_\_\_\_ am / pm

**(PLEASE NOTE: Forms need to be submitted at least 1 week prior to Hire Date)**

### BUS HIRE CONDITIONS

#### Deposit and Rates

\$300 deposit for period of hire

Daily rate for the bus is \$80. (If hiring the bus over the weekend you will need to arrange with LAA to collect the bus keys after Program Staff use on Thursday afternoon. The keys **MUST** be returned before 10am Monday for Program Staff use. If the bus is not returned before 10am you will be charged an extra day).

#### Fuel and Cleaning and Log Book

LAA bus will have a full tank upon commencement of hire. Hirer must return the bus with full tank of fuel and the bus must be cleaned according to the cleaning checklist. The log book needs to be completed at the commencement of the hire period and all kilometres must be recorded until bus is returned to LAA. (See clipboard on passenger seat)

#### Driver Authorisation

You are the only person authorised to drive the bus and accept responsibility for the use and condition of the bus. If you are unable to drive the bus during your period of hire, please call LAA immediately or if after hours please contact the manager on the number provided in the bus file.

By signing this form you are agreeing to the above bus hire conditions and understand your deposit will be forfeited if the conditions are not met.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**LANGFORD ABORIGINAL ASSOCIATION INC (LAA)** ABN: 43 117 457 998

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**NAIDOC 2007 Not-For-Profit Organisation of the Year**

**NAIDOC 2009 Runner-up Business/Not-For-Profit Organisation of the Year**

**OFFICE USE:**

Approved \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Photocopy of Drivers licence:** Yes No    **Dept of Transport current licence photocopy:** Yes No

**Full Tank:** Yes No    **If not, how much left:** \_\_\_\_\_    **Vehicle Inspected by hirer:** Yes No

**Vehicle Issued by LAA rep:** \_\_\_\_\_    **Induction of Vehicle:** Yes No

**Deposit Paid:** Yes No    **Keys Issued:** Yes No

**Keys Returned:** Yes No    **Date:** \_\_\_\_\_    **Deposit Returned:** Yes No

**If Not Why?**

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**Staff Signature:** \_\_\_\_\_    **Date:** \_\_\_\_\_

