



## CROYDON SHIRE COUNCIL APPLICATION FOR USE OF COMMUNITY BUS

Valid 1 July 2023 to 30 June 2024

Applications are to be lodged no later than 5 business working days prior to the event to allow for processing. Applications received after this time will be subject to consideration.

The use of the Community Bus is restricted to bitumen roads outside the Shire. The hire of the Community Bus is \$400.00 per day with the person/organisation hiring the bus supplying the fuel.

A deposit of \$871.25 must be paid prior to any hire to cover any damage, cleaning etc. plus an estimate of the hire rate.

You may require Public Liability Insurance for certain types of events or activities. Council may request a copy of your cover note before your application can progress.

### APPLICANT DETAILS

Name of person lodging the application	
Company name (if applicable)	
Community organisation name (if applicable)	
Are you a not-for-profit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Postal address	
Phone number	
Mobile phone number	
Email address	

### PURPOSE OF USE/EVENT

Purpose/event details	
Area/destination of use	
Date required	from ____/____/____ to ____/____/____
Time required	From _____am/pm to _____ am/pm
Date and time of return	____/____/____ _____am/pm

## DRIVERS DETAILS

**A copy of the drivers licence and driver authorisation licence must be attached to this application.**

Drivers full name	
Licence number and expiry date	
Driver authorisation licence number and expiry date (if applicable)	
Mobile phone number	

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Signature of applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

The information collected in this form will be used by Council for lawful purposes directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*). The information collected may be retained as required by the *Public Records Act 2002*.

### **OFFICE USE ONLY**

Date Application Lodged: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application approved: ☐ Yes ☐ No

By: \_\_\_\_\_

Hire Fee: \$ \_\_\_\_\_

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Receipt #: \_\_\_\_\_

Damage/Loss/Cleaning Deposit: \$ \_\_\_\_\_

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Receipt # \_\_\_\_\_

Copy of Drivers Licence provided: ☐ Yes ☐ No

Copy of Driver Authorisation Licence provided (if applicable): ☐ Yes ☐ No

Return/Cleaning Checked by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deposit Refunded: ☐ Yes ☐ No

By: \_\_\_\_\_

Further Information: \_\_\_\_\_

Workshop Supervisor advised of the hire details: ☐ Yes ☐ No

# Information Bulletin

PT 307/02.14

## Driver Responsibilities

The following information is provided as a guideline about the numerous responsibilities and requirements applicable to holders of driver authorisation (authorised drivers.) Most of these requirements are specified in the *Transport Operations (Passenger Transport) Act 1994*, the *Transport Operations (Passenger Transport) Regulation 2005* or the *Transport Operations (Passenger Transport) Standard 2010* although some of the requirements mentioned may be specified in other transport legislation.

It is expected that authorised drivers meet their responsibilities with due care and diligence. In circumstances where a driver fails to meet their responsibilities under legislation, the Department of Transport and Main Roads may take action against their driver authorisation and/or pursue a monetary penalty or court action.

### General requirements

1. An authorised driver must operate a public passenger vehicle safely and be aware of the vehicle's surroundings. Drivers must pay particular attention when reversing a vehicle to ensure all areas surrounding the vehicle are clear before proceeding to reverse. Extra caution to ensure the safety of nearby persons should be taken by drivers of larger public passenger vehicles, such as buses and maxi taxis, when reversing the vehicle.
2. When operating a public passenger vehicle, an authorised driver must—
  - carry evidence of their driver authorisation
  - have a blood alcohol concentration of zero
  - not be under the influence of a drug (including a medication) while driving
  - not drive while fatigued
  - be medically fit.
3. An authorised driver must notify the Department of Transport and Main Roads if there is a change in their medical condition that makes the driver continuously unfit to safely drive for more than one month.
4. If requested, an authorised driver must undertake an approved medical examination at their own expense. (The Department of Transport and Main Roads can by written notice require an authorised driver to provide evidence of their medical fitness if it suspects the person is no longer medically fit to drive a public passenger vehicle under the driver authorisation.)
5. An authorised driver must immediately notify the Department of Transport and Main Roads in writing if charged with a driver disqualifying offence. When the charge is dealt with, the authorised driver must immediately inform the department of the outcome of the charge.
6. If an authorised driver's driver licence is suspended or cancelled, the person must immediately notify the Department of Transport and Main Roads in writing and must cease driving public passenger vehicles.
7. If an authorised driver drives a vehicle for an accredited operator and their driver licence or driver authorisation is suspended or cancelled then the authorised driver must immediately notify the accredited operator in writing.

8. An authorised driver must notify the Department of Transport and Main Roads in writing within 10 business days if they change their name or address.

### **Passengers and customer service**

1. When operating a public passenger vehicle, an authorised driver must—
  - be neatly dressed
  - be courteous to passengers and the public
  - not smoke in a public passenger vehicle (regardless of whether passengers are in the vehicle)
  - comply with the Code of Conduct for School Students Travelling on Buses, if a school student is being carried on a bus.
2. If a passenger or intending passenger asks for help to board or leave a public passenger vehicle, or asks for help with luggage, an authorised driver must give the help to the extent that it is reasonable for the driver to do so.
3. An authorised driver can refuse to allow an animal in a public passenger vehicle, except when the animal is required to assist a person who has a disability.
4. An authorised driver of a vehicle providing a general route service or a school service must provide the service in accordance with the advertised schedule for the service. However this requirement does not apply if—
  - a) the driver is prevented from doing so by an unforeseeable circumstance; or
  - b) the schedules, and services under the schedules, are not realistically achievable.
5. The driver of a limousine providing a limousine service must carry a copy of the prescribed details of the booking for the limousine service in the limousine. If requested, the driver must be able to show an authorised person a copy of the record of the prescribed details for the booking for the limousine service.
6. Authorised drivers should be aware of any responsibilities assigned to them under an operator's incident management plan.
7. If an incident (as defined in the Standard) happens, an authorised driver of a public passenger vehicle must tell passengers in the vehicle—
  - the reason for the disruption or prevention of the provision of the service; and
  - the arrangements being made for the completion of the service.
8. A driver of a public passenger vehicle may refuse travel to a person if the driver believes, on reasonable grounds, that the person—
  - is creating, or is likely to create, a disturbance or nuisance on the vehicle; or
  - is causing, or is likely to cause a danger to anyone; or
  - has evaded the fare; or
  - is or has unlawfully interfered with public transport infrastructure or a public passenger service, public passenger vehicle or service equipment.
9. If a person on a public passenger vehicle has paid a fare for travel on the vehicle but over-travels the fare paid, the driver may direct the person to leave the vehicle.
10. A driver must not refuse travel to a person or direct a person to leave or not enter a vehicle if doing so—
  - might endanger the person; or



- is inconsistent with the Code of Conduct for Students Travelling on Buses.

11. If a driver refuses travel to a person or directs a person to leave or not enter a vehicle, the driver must tell the person in a general way the reason and also that it is an offence for the person not to comply.

### Operation of vehicles

1. A driver of a motor vehicle providing a public passenger service must ensure the vehicle is not overloaded.
2. A driver of a vehicle providing a public passenger service must take reasonable steps to ensure that no more than one passenger sits in any adult seat in the vehicle.

However, if the vehicle is a bus, three primary school or pre-school children may sit in a bench type bus seat designed for two adults if—

- a) either—
    - (i) the seat is not fitted with any seat belts or approved child restraints; or
    - (ii) the seat is fitted with either a seatbelt or an approved child restraint for each of the three children; and
  - b) the placement and construction of the seat allows the children to sit in the seat; and
  - c) no child sits in the seat for more than a total of 90 minutes while any two other children sit in the seat.
3. A driver of a motor vehicle providing a public passenger service that is fitted with an external luggage compartment must ensure that:
    - a) if the vehicle is NOT fitted with an electronic warning system to alert the driver that the external luggage compartment door is open or is not securely fastened, a check by physical inspection by the driver (or other staff) that all external luggage compartment/bin doors are closed and properly fastened immediately after use and before the vehicle proceeds with the journey.
    - b) If the electronic warning system identifies a problem with the closure of an external door, the driver (or other staff) must leave the bus to physically inspect the door and rectify the issue.
  4. A driver of a motor vehicle providing a public passenger service must not tout or solicit for passengers or a hiring of a public passenger service.

### Additional Taxi Driver Responsibilities

1. An authorised driver must not drive a taxi unless they have entered into a taxi service bailment agreement with the taxi operator. (This requirement does not apply if the driver is employed by an accredited operator.)
2. A driver of a taxi must not use the taxi to provide a public passenger service outside the area stated in the taxi service licence unless—
  - a) doing so to complete a single passenger journey which commenced within the taxi area stated in the licence, or
  - b) providing a public passenger service under contract to a government entity.
3. A driver of a taxi providing a taxi service in a prescribed taxi service area must have their Authorised Queensland Taxi Driver Display Card displayed in a prominent position in the vehicle where it can be clearly seen by the passengers.
4. A driver of a taxi providing a taxi service must not refuse a hiring for a destination that is within either—
  - a) the taxi service area for which the taxi is licensed, or

- b) 40 kilometres of the pickup point.
- 5. However, a driver may refuse a hiring if they reasonably believe that the passenger:
  - a) will be unable to pay the fare upon reaching the destination or;
  - b) poses a reasonable risk to themselves, the driver or other passengers.
- 6. If the driver of a taxi believes he or she will not be able to obtain the fare at the destination, before starting the hiring, the driver may require the hirer to pay the estimated fare or agreed amount for the hiring as a deposit.
- 7. A driver of a taxi providing a taxi service must not drive the taxi unless an approved taxi security camera system is fully operational and the approved signs displayed at each relevant place in or on the taxi.
- 8. A driver of a taxi providing a taxi service must have knowledge of common destinations and major connecting roads within the taxi service area where the driver drives the taxi.
- 9. A driver of a taxi providing a taxi service must not charge more than the maximum fare for the journey.
- 10. A driver of a taxi providing a taxi service must ensure that when a taxi subsidy scheme member presents their membership card for a journey that they:
  - a) insert the card into the approved card reader to validate the currency of the membership card and facilitate the payment under the scheme,
  - b) sight the response from the approved card reader.
- 11. If the approved card reader is not working properly or at all, a driver must use a manual card reader to take an imprint of the membership card.
- 12. A driver of a taxi providing a taxi service must ensure that a manual card reader is carried in the vehicle before commencing any journey.
- 13. A driver of a taxi providing a taxi service must make a visual comparison between the person and the photograph on the taxi subsidy scheme membership card.

#### **Bus carrying school students on a no standing passenger road\***

- 1. The following requirements apply to a bus that—
  - is descending a no standing passenger road; and
  - is carrying school students on a general route service, or school service, on a journey that is, or is part of, a journey to or from a school; and
  - is being used to provide a general route service or school service under a service contract, TransLink service contract or prescribed school service contract.
- 2. If the bus is—
  - a light bus built to carry more than 16 passengers, whether seated or standing, as well as the driver and crew; and
  - being used to provide school services;
 then the driver of the bus must activate the exhaust brake fitted to the bus.
- 3. If the bus is a heavy bus, the driver must use the power-train retarder required to be fitted to the bus.



\*no standing passenger road means a road notified by the chief executive, by gazette notice, as a road on which a bus providing a public passenger service (for which operator accreditation and driver authorisation are required) must not carry standing passengers.

### **Additional information**

The information contained in this bulletin has been produced as a guide to assist in the understanding of the legislation and policy. Clarification of any information in this bulletin may be obtained from the Department of Transport and Main Roads by contacting your local Passenger Transport office. Contact information about your local Passenger Transport Office is available on the Department of Transport and Main Roads website at [www.tmr.qld.gov.au/about-us/contact-us.aspx](http://www.tmr.qld.gov.au/about-us/contact-us.aspx)

This bulletin is an interpretation of the relevant Acts, Regulations and Standard should not be used as a reference to a point of law.

Copies of the *Transport Operations (Passenger Transport) Act 1994*, *Transport Operations (Passenger Transport) Regulation 2005* and *Transport Operations (Passenger Transport) Standard 2010* can be purchased from LitSupport Pty Ltd on 07 3223 9202 or email [legislation@litsupport.com.au](mailto:legislation@litsupport.com.au).

The legislation may be viewed on the internet at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au). Additional information about public passenger services is available on the Department of Transport and Main Roads website at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)