

CITY OF JOONDALUP

GUIDELINES FOR USE OF COMMUNITY TRANSPORT VEHICLES CATEGORIES A AND C – INDIVIDUALS AND COMMUNITY HIRE

Purpose

To guide the function and use of the Community Transport vehicles owned by the City of Joondalup (the City) as part of the Community Transport Program.

Statement of Intent

The Community Transport vehicles are intended for use by eligible individuals, community hirers and City programs and purposes in support of community access, inclusion and wellbeing in alignment with the objectives of the Community Development Plan 2015-2020.

Hierarchy of Use

Access to the Community Transport vehicles is prioritised for target groups as follows:

- Category A – Individuals – a ‘door-to-door’ style transport program co-ordinated by the City for eligible individual members of the community who do not have access to their own transport.
- Category B – City Programs – when the buses are not in use for Category A, they can be used for City programs which benefit residents and include (but are not limited to) Sunday Serenades and Platinum Adventure.
- Category C - Community Hire – when the buses are not in use for Category A and B, they are available for hire by community groups.
- Category D - City Purposes – when the buses are not in use for Category A, B and C, they can be used for City activities that align with core City business. These include, for example: conducting tours of City facilities for employees and/or Elected Members, professional development and staff conference activities.

The vehicles are not intended for private, commercial or any profit-making purposes. The Community Transport Officer will use the hierarchy when prioritising access to the City’s vehicles.

Eligibility - Individuals

Community Transport vehicles will be available predominantly Monday to Saturday where practicable for transport to and from selected activity destinations for individuals who:

1. Reside or are based in the City of Joondalup.
2. Are disadvantaged in their access to regular public transport.
3. Experience a lack of alternative transport options.
4. Experience difficulty in accessing other forms of transport, for example due to frailty and or disability.
5. Can independently get on and off the vehicle or use wheelchair hoist provided.
6. Reside a distance from the activity destination that warrants door to door transport.
7. Have the capacity to manage independently or with a personal carer once at the destination.
8. Make a booking through correct channels and pay the required fee.

Note: Suitability, practicality and availability of a place in a specific bus 'run' cannot be guaranteed even if the individual is eligible.

Eligibility - Community Hire

Community Transport vehicles may be available for hire from Monday to Sunday (excluding public holidays and Christmas period shutdown) for Community Hirers that are:

1. Based in the City of Joondalup and/or serve to benefit residents of the City.
2. Not-for-profit community groups or organisations, and schools.
3. Providing services to the community consistent with the objectives of the City's Strategic Community Plan and/or Community Development Plan.

Guidelines for Community Hire

- Vehicles are available for hire seven days a week including evenings, excluding public holidays and a two-week shut down over the Christmas/New Year period.
- Vehicle hire is subject to availability.
- The vehicles seat a maximum of 30 passengers or 29 passengers including one wheelchair user. Additional wheelchairs can be accommodated with reduced seating capacity if required. Please contact the Community Transport Officer (CTO) for further details.
- All arrangements for the use of the vehicles must be made through the City's CTO.
- Confirmation detailing hours booked, and destination location/s must be provided by the hirer at least two weeks prior of the reservation date.
- The distance limit for destinations should be no further than 150kms from City of Joondalup boundaries.
- All drivers must hold the correct Western Australian Medium Rigid (or higher) driver's license and be endorsed '**for hire and reward**' (**F or T extension**). This is in accordance with the conditions applicable to all vehicles operating with an Omnivehicle License. The driver is required to provide a copy of the

front and reverse of a current driver's license, with the original license to be sighted by the CTO.

- A driving appraisal will be conducted by the CTO prior to the vehicle being released in order to familiarise the driver with the City's vehicles, safety policies and documentation that needs to be completed before and after each journey.
- The City will endeavour to provide a volunteer driver if required by the group hiring the vehicle. It is customary that the volunteer driver is included in the day's activities, such as admitted to the venue and/or lunch/dinner at no additional cost to themselves, and the hirer will provide the volunteer with a shopping voucher or similar to the value of \$50.
- The volunteer driver is permitted to bring along a guest if they desire, and the guest will bear their own costs for the day.
- Vehicle use for community hire will be charged in accordance with the Fees and Charges schedule as determined by Council each financial year. This information is available on the City's [website](#).
- In accordance with the Department of Transport regulations, the hirer is required to provide the CTO with the names and contact details of all passengers being carried upon request.
- The hirer is required to provide the CTO with the name and address of a contact for issuing of invoices.
- The City will invoice for hire at the end of each month unless requested by the hirer to invoice earlier.
- It is expected that the hirer refuels the vehicle with diesel fuel at the conclusion of the hire, and if this does not occur, the hirer will be invoiced for the cost of refueling back to a full tank.
- Community Transport volunteers are responsible for safe transportation of passengers to and from venues. It is not a requirement of drivers to have a Working with Children Check and consequently adequate supervision of children must be provided by the hirer.
- Seatbelts are fitted in all vehicles and must be used in accordance with law.
- Smoking is not permitted in or within 20m proximity of the vehicles.
- No food or drink is to be consumed in the vehicles.
- The vehicles are only to be driven on sealed roads with the exception of access roads or driveways.
- The vehicles must be returned in a clean condition. Any cost of cleaning may be borne by the hirer.
- The hirer may be charged for any damage caused, either by accident or deliberate action, to the vehicles.
- Walking frames can be carried on an external rack at the rear of the vehicle. Overloading of these racks is not permitted.
- **The City endeavors to provide a vehicle for all bookings made. If, however, due to unforeseen circumstances, the City is required to cancel a booking, the City will not be held liable for any charges or loss incurred by the hirer.**



Exemptions from fees

It is understood that in accordance with the state Fire and Emergency Services Act the City's vehicles may be commandeered at any time in response to an emergency in the community.

The City's Local Emergency Management Arrangements lists the Community Transport Program vehicles as a resource that could be accessed by the Hazard Management Agency that takes responsibility in an emergency situation.

The City gives approval for local volunteer emergency services such as the local State Emergency Service and St John Ambulance Services, to use the vehicles for training drills, free of charge, during low peak times, for example, week nights.

The City also gives access of the vehicles to the City of Wanneroo to provide community services as per the Memorandum of Understanding.

The City's Manager Community Development and Library Services has the ability to make decisions regarding the Community Transport Program consistent with approved Delegated Authority.

Contact

The Community Transport Officer's contact phone number during office hours is 9400 4204.

This document was last updated: August 2019