

**EASYLINK COMMUNITY SERVICES LIMITED
Vehicle Hire Contract 2022**

Hirer Details (The person responsible for Payment)		
Company/Organisation Name/Individual Name:		
Address:		
Contact Name:	Contact Phone/Mobile:	Contact Email Address
Trip Details		
Hire Date -	Collect Time:	Return Time:
Pick up location:	No. of Passengers:	Tolls: <input type="checkbox"/> YES <input type="checkbox"/> NO
Destination Details:		
Trip Purposes: <input type="checkbox"/> Day Care <input type="checkbox"/> Social/Recreation <input type="checkbox"/> Shopping <input type="checkbox"/> Hospital/Doctor <input type="checkbox"/>		
Wheelchair Access Required: YES / NO Comment:		
Do you request an Easylink driver?: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please complete driver details below:		
Driver 1 Details		
Full Name (as on License)	Telephone	Does driver require Easylink assessment? (see driver requirements attached) Yes <input type="checkbox"/> No <input type="checkbox"/>
Driver License Number, Expiry Date and License Class	Address:	
Driver 2 Details		
Full Name (as on License)	Telephone	Does driver require Easylink assessment? (see driver requirements attached) Yes <input type="checkbox"/> No <input type="checkbox"/>
Driver License Number, Expiry Date and License Class	Address:	
Hirer Agreement		
<p>On behalf of (name of hirer), I acknowledge that I have read and understood the Vehicle Hire Terms and Conditions of Easylink Community Services Limited ("Easylink") and agree to abide by those terms. I acknowledge that failure to comply with the hire procedures will result in a \$100 penalty which will be payable to Easylink immediately upon return of the vehicle.</p> <p>I agree to pay all vehicle hire fees, fuel, administration and toll charges as per the current fees schedule.</p> <p>I agree to pay the vehicle excess reduction surcharge of \$30.00 <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>I agree to pay a fee of \$50.00 if cancellation is made within 48 hours of hire.</p> <p>Signed for Hirer: Print Name: Date: / /</p>		
<p>Please complete Credit Card details to confirm booking. Payment will be debited once hire has taken place.</p> <p>Credit Card ____ / ____ / ____ / ____ Exp: ____ / ____ Cardholder Signature:</p> <p>CVC</p>		
Office Use Only		
Vehicle Allocated:		<u>Payment Method:</u>
Vehicle Hire \$.....	Tolls: \$.....	<input type="checkbox"/> Cash
Driver Charge \$.....	XS Reduction \$.....	<input type="checkbox"/> Cheque
Driver training \$.....	Total Hire Charge \$.....	<input type="checkbox"/> Credit Card
Fuel \$.....		<input type="checkbox"/> Invoice (Terms: 7 days net)

EASYLINK COMMUNITY SERVICES LIMITED
Vehicle Hire Terms and Conditions

Access to vehicles

Vehicles can be hired by groups, community groups or individuals performing community work, with priority given to the following groups:

- Easylink Northern Beaches Groups
- CHSP (Community Home Support Program) funded community organisations
- Other local community organisations
- Private Hire

Easylink reserves the right to refuse any group or individual use of the buses.

Use of vehicles

- The vehicle may only be used for the purpose which is stated on the pre-approved Hire contract. All alterations require prior approval from Easylink. The distance for the use of any one of the vehicles is limited to 100km from the garaging point. Variation to this limit must be authorised by Easylink prior to collection date. A vehicle surcharge of 50 cents per km applies for travel over 200km per day.
- Overnight hire of the vehicles is only permitted with prior authorisation from Easylink.
- Any problems must be reported to the office as soon as possible on (02) 9919 0700 or **0417 489 425** and in any event, within 24 hours of the return time of the bus.
- At all times, ALCOHOL, SMOKING, EATING OR DRINKING is not permitted in the vehicle. Failure to adhere to this regulation will result in a financial penalty.
- Vehicle hirers are responsible for ensuring all rubbish is removed from the bus. Failure to ensure cleanliness of vehicles will result in a penalty of \$100.00.

HIRERS WITH OWN DRIVER

Re-fuelling & Check-List

- All vehicle users must ensure accurate recording in the log book provided on each of the vehicles. Information required will include date of hire, group/organization name, driver name, kilometre reading at beginning and end of the trip with total kilometres noted plus any tollways used. Any comments regarding problems with the vehicle, must be noted on Daily Report Sheet.
- Vehicles are to be returned refuelled with **DIESEL ONLY (not Biodiesel)** and purchase receipt. If any other fuel is used which results in repairs to the vehicle, the hirer will be charged for those repair costs. If the vehicle is not refuelled you will be charged 50c per km.
- Easylink monitors all log sheets and NAVMAN for vehicles to ensure compliance with the Checklist for Vehicle Hire, which must be returned to the office along with the vehicle keys and security pass.

Keys to Vehicles and Depot

- Keys are to be collected and returned to/from the office of Easylink, 13 Boola Place NSW 2099. The office is open between 8.30am and 4.30pm Monday to Friday.
- Most vehicles are garaged at the Warringah Council Depot, 51 Middleton Road, Cromer 2099. (The buses are parked in designated spaces on left hand side of driveway). As this is private property, all private vehicles, must be parked outside of these premises.

Drivers & License Requirements:

- Drivers hiring Toyota Coasters must hold at least, an LR license.
- Drivers using the Hi-Ace must hold at least, a C class license.
- **All Coaster drivers must undertake an assessment with an Easylink Driver Training Officer prior to first occasion of hire at a fee of \$50 to the hirer.** Mutually agreeable time to be arranged.
- All drivers must present their license to the office of Easylink prior to the hire and collecting the keys. A photocopy of the license will be taken and kept on file.
- Except in an emergency only the nominated driver(s) can operate the bus.

HIRERS WITH EASYLINK DRIVER

- The driver will refuel the vehicle at the end of hire at the expense of the hirer. Vehicles use **DIESEL ONLY** and a purchase receipt will need to be provided. If the vehicle is not refueled you will be charged 30c per km.

Procedure to be followed in case of a breakdown or accident (Refer to tag on keys for Emergency Telephone numbers)

ALL HIRERS

In case of a breakdown the hirer is to contact the NRMA for roadside assistance. Inform the NRMA of the registration of the bus.

The driver/hirer must contact Easylink as soon as possible after breakdown or accident with details on **0417 489 425**.

The driver/hirer is responsible for all fines relating to traffic and parking offences.

HIRERS WITH OWN DRIVER

In case of a negligent accident, the hirer will be responsible for any expenses incurred by Easylink as a result of the accident.

In the event of an accident, the hirer will be liable for an insurance excess up to \$2000.00 or \$1000.00 if the \$20.00 excess surcharge has been paid. Accident report form is to be completed and handed to Easylink's office immediately.

I,(full name of driver/hirer), on behalf of my organisation/group have read and accept these terms and conditions.

Signed..... Date: / /