

**EASYLINK COMMUNITY SERVICES LIMITED  
Vehicle Hire Contract 2024**

**Hirer Details**

Company Name/ Organisation Name/ Individual Name:

Address:

Contact Name:

Contact Telephone:

Contact Email Address:

**Trip Details**

Hire Date

Vehicle Pick Up Time:

Vehicle Drop Off Time:

Pick up location:

Destination Details:

Wheelchair Access Required: YES / NO      Comment: .....

**Driver 1 Details**

Full Name (as shown on License)

Telephone

Does driver require Easylink Orientation? (see driver requirements attached)  
Yes  No

Driver License Number, Expiry Date and License Class

Home Address:

**Driver 2 Details (if required)**

Full Name (as shown on License)

Telephone

Does driver require Easylink Orientation? (see driver requirements attached)  
Yes  No

Driver License Number, Expiry Date and License Class

Home Address:

**Hirer Agreement**

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.

I agree to pay all vehicle hire fees, fuel, administration, call outs fees, tolls, penalty and cancellation fees as per the current fee schedule.

Signed by Hirer: ..... Print Name: ..... Date: .... / .... / .....

**Payment Method:**  Invoice (payment terms 7 days)

Cash

Cheque

Credit card (Easylink office will call next business day after hire to take payment over the phone)

**Office Use Only**

Vehicle Allocated: .....

Vehicle Hire \$.....

Fuel (if not refuelled- \$3.00 per ltr) \$.....

Driver orientation \$.....

Tolls: \$.....

Additional usage charge over 200kms \$.....

Driver Charge \$.....

Total Hire Charge \$.....

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

**Use of vehicles**

- The vehicle may only be used for the purpose which is stated on the pre-approved Vehicle Hire Contract. All alterations require prior approval from Easylink.
- Overnight hire of the vehicles is only permitted with prior authorisation from Easylink.
- The distance for the use of any one of the vehicles is limited to 200km from the garaging point per day. A vehicle usage surcharge of 50 cents per km applies for travel over 200km per day.
- In the case of a breakdown, the hirer is to contact NRMA for roadside assistance on **1300 369 349**. Inform the NRMA of the registration of the bus. The driver/hirer must contact Easylink as soon as possible after the breakdown with details on **0417 489 425**.
- The driver/hirer is responsible for all fines relating to traffic and parking offences.
- Any call outs at the hirers fault to Easylink Emergency Number will be charged a \$50.00 call out fee for the 1<sup>st</sup> hour (minimum), and \$50.00 per hour after that, as required.
- Any accidents must be reported to the office immediately on (02) 9919 0700 or **0417 489 425**.
- At all times, ALCOHOL, SMOKING, EATING OR DRINKING is not permitted in the vehicle.
- 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 hirers must complete the Vehicle Hire Procedure and Checklist to record date of hire, group/ organisation name, drivers name, kilometre reading at beginning and end of the hire with total kilometres noted plus any tolls used. Any comments regarding problems with the vehicle/ hire, must be noted on Vehicle Log Sheet.
- All hirers must complete the Vehicle Pre-Trip and Area of Damage Check prior to departing. Please ring the office regarding any damage noted prior to departing.
- The Checklist for Vehicle Hire must be returned to the office along with the vehicle keys and depot security pass.
- Vehicles are to be returned refuelled at **hirer's expense** with **DIESEL ONLY (not Biodiesel)** and fuel receipt provided to Easylink. If any other fuel is used which results in repairs to the vehicle, the hirer will be charged the repair costs. If the vehicle is not refuelled, the hirer will be charged \$3.00 per litre.
- Easylink reviews the navigation system for vehicles to ensure compliance with terms.

**Keys to Vehicles and Depot**

- Keys are to be collected from and returned to the Easylink at 13 Boola Place, Cromer NSW 2099. The office is open between 8.30am and 4.30pm Monday to Friday.
- Most vehicles are garaged at the Northern Beaches Council Depot, 51 Middleton Road, Cromer NSW 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 a Toyota Coasters must hold at least an LR license.
- Drivers hiring a Hi-Ace must hold at least a C class license.
- **All Coaster drivers must undertake an orientation 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. 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.

**Accidents**

- In the 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 insurance excess of \$3,000 regardless of fault.
- An Accident Report form is to be completed and handed to Easylink immediately.

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

Signed..... Date: ..... / ..... /.....