

BIEEC Bus

Operating Principles, Terms & Condition and Cost 2024

Operating Principles

1. Schools may use the bus for non-fare paying, non-profit purposes.
2. All drivers will be licensed (Light Rigid/ Medium/Heavy) - a copy of drivers' licenses is to be provided to BIEEC bookings@boyneislandeec.eq.edu.au prior to booking date.
3. Schools hiring the bus will agree to pay the **\$500 insurance excess** to repair any damage incurred during the time of use or, if damage is not covered by insurance the user will pay for all damage.
4. The Principal of BIEEC will resolve booking disputes which will be final.
5. Persons booking the bus must read and adhere to the safety procedures outlined on this application and all other road safety rules and laws.

Safety Rules of the Bus

1. Ensure all passengers are seated at all times while the bus is stationary or moving.
2. Ensure all passengers are wearing provided seatbelts
3. Ensure passengers' hands and arms are fully inside the bus at all times.
4. All bags should be stored on the floor and not up against windows. This will ensure maximum vision for the driver.
5. The passenger's exit door should be operated by the driver only using the switch located to the right of the steering wheel.
6. The driver must:
 - a) Activate the warning lights at least five seconds before the vehicle stops
 - b) Keep the warning lights activated while the vehicle is stopped; and
 - c) Keep the warning lights activated for at least five seconds after moving off
 - d) The driver of a vehicle fitted with warning lights must ensure they are not activated, other than as required above, at any time when the vehicle is on a road, unless the driver has a reasonable excuse.

Cost: \$200 per day or part thereof

Please note: Use of the bus is limited to a radius of 200kms from the centre.

LOG BOOKS & SAFETY CHECKS

Please complete the log book (in the bus) for every trip.

Prior to leaving the centre, please complete: (1) Pick up/Drop off Checklist (2) Safety Check - safety checks must also be completed each day of use and (3) National Driver Work Diary as set out by the Heavy Vehicle National Law Act 2012.

For trips over 100kms, drivers are required to complete a personal National Driver Work Diary (in addition to the Bus Log book). This book must be taken on any trip and made available to Police, Department of Transport & Main Roads or other authorised officers upon request. This is a legal obligation for a driver and separate to the BIEEC Bus Log Book. A National Driver Work Diary can be obtained from DMR centres at a cost of \$25.00 (see <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management> for Fatigue Management information)

On completion of the use of the bus please submit:

- (1) Pick up/Drop off checklist.
- (2) Safety checks (for each day of use)
- (3) A copy of the National Driver Work Diary entries for the period of use (if applicable)

Please note: Our bus is manual transmission and uses diesel fuel. Fuel consumption is approx. 500km per 100L tank.

Terms & Conditions

- ✓ Bus must be returned FULLY FUELLED and CLEANED. A fee will be charged if this is not adhered to: (See the attached cleaning instruction)
- ✓ Your group will be charged by BIEEC for refuelling at \$5/litre (including service fee)
- ✓ Your group will be charged by BIEEC for internal cleaning at \$200
- ✓ Your group will be charged by BIEEC for external cleaning at \$100
- ✓ Bus is not to be driven on unsealed roads

I certify that:

- ✓ As driver, I accept liability for traffic violations, parking infringements and any other costs incurred while driving the vehicle.
- ✓ I, on behalf of my school, agree to pay the \$500 insurance excess to repair any damage incurred during the time of use
- ✓ Safety Rules & Operating Principles have been read to ensure the safety of passengers and the driver during the time of use
- ✓ The school hiring the bus is responsible for cleaning (as per our instructions), fuelling and for any damage incurred from the time of collection to the time of BIEEC staff checking the vehicle to verify its condition
- ✓ Email and internet correspondence constitute a valid and binding contract. By completing your application online and via email, you agree to abide by the Terms & Conditions set out in this document
- ✓ I am aware of the requirement, under the Heavy Vehicle National Law Act 2012, for each driver to complete a personal National Driver Work Diary (if applicable).

Further information about Heavy Vehicle National Law Act 2012 -
<https://www.legislation.qld.gov.au/view/whole/html/inforce/current/act-2012-hvnlq>

NB: Electronic Work Diaries are now available: <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/electronic-work-diary#register>