

COMMUNITY BUS AUTHORISED DRIVING PROCEDURE

ADOPTED 12 AUGUST 2013

TRIM 180547.2013



COMMUNITY FACILITIES MANAGEMENT

COMMUNITY BUS AUTHORISED DRIVING PROCEDURE

DEFINITIONS

Authorised Driver: Liverpool City Council Community Buses have all drivers complete a competency test conducted by an accredited RTA inspector.

Bus: The class of licence required to drive the three Community buses is Light Rigid or greater

14 seater - seats 13 passengers plus driver

23 seater - seats 22 passengers plus driver, this bus can be fitted with wheelchair access upon request, however the number of seats is then reduced to 19 with a total passenger capacity of (19 passengers + 1 wheelchair passengers + driver)

25 seater - seats 24 passengers plus driver

PURPOSE/OBJECTIVES

The hirer is responsibility:

- To ensure that the drivers nominated have completed a competency test conducted by an accredited RTA inspector.
- For entering into an agreement with the driver and must ensure that the driver is appropriate for their group. (this includes conducting working with children checks where necessary).

PROCEDURE

To be registered as a Liverpool City Council authorised driver, applicants are required to:

- Have a Light Rigid or greater RTA licence,
- Complete a driving (competency) test conducted and orientation test by an accredited RTA instructor as nominated by Liverpool City Council,
- Complete an application form (facsimiles are not accepted),
- Supply a copy of their current driver's licence and to ensure that a current copy is held by Council (once a licence has expired the driver will no longer be registered as an authorised driver until Council receives a copy of their renewed licence),
- Have read and understood both Liverpool City Council's Community Bus Casual Hiring Procedures and Permanent Hiring Procedures.

To book a Council driving test phone 9821 8848. Tests must be booked at least three weeks before driving a bus. Failure to attend a test appointment or to give adequate notice of cancellation (at least two days' notice is required) will exclude a person from future testing and driving Council's buses. Nominating organisations will also be liable

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for any charge payable due to non-attendance.

The bus can only be collected, driven and returned by the authorised driver as nominated by the hirer and as specified on their hire agreement. The bus will not be issued to any other driver. Receipt of payment and identification must be provided upon collection and return of bus.

The hirer is responsible for all expenses associated with the hire of the bus such as toll fees and fuel.

Drivers listed on Council's authorised drivers register understand Council is promoting them as an authorised driver and groups are not required to pay for their service, unless by mutual agreement.

The authorised driver is responsible for all traffic and parking fines.

Authorised drivers who are found to be at fault in two (2) accidents/collisions within any two (2) year period shall result in their name being removed from Council's register of authorised drivers and they shall not be permitted to drive Council's buses again.

Drivers are required to provide a mobile telephone number to the staff at the depot in case of the need to contact the driver.

Should you require further information about our community bus service please contact Council's Customer Service Centre on 1300 362 170.

AUTHORISED BY
Chief Executive Officer

EFFECTIVE FROM
12 August 2013

DEPARTMENT RESPONSIBLE
Community Facilities Management

REVIEW DATE
12 August 2015

THIS PROCEDURE HAS BEEN DEVELOPED IN CONSULTATION WITH...
Community Facilities Management
Community and Culture