

SAFETY INSTRUCTIONS



Loading via rear door;

- Open rear door and secure wheelchair straps before collecting passenger
- Ensure rear door is securely closed when passenger is in position as per the following instructions

When wheel chair passenger is on the hoist before raising or lowering;

- Put brakes on wheelchair
- Ensure passenger's feet are clear of the bus and well back from all yellow platform safety guards
- Assistant **MUST** support passenger when hoist is in operation - Up or Down

When wheel chair passenger is in the bus;

- Ensure all 4 floor straps are fitted securely on wheelchair and 2 rear straps are as tight as possible - Check that the Wheelchair does not move!
- Ensure wheelchair brakes are on
- Secure additional lap and sash passenger seat belt

When loading a standing passenger on hoist;

- Ensure passenger is holding onto hoist handle grips (not their walking aid)
- Back safety flap will engage when UP or DOWN button is pressed.

Before driving off;

- Ensure that each passenger is secured by a seat belt
- Ensure passenger belongings, crutches, walking sticks etc. are secured and do not form a safety hazard ie: under seats or held
- Check all doors are securely closed

MAJOR SPONSORS

Made possible by the customers of
**Inglewood & Districts
Community Bank® Branch**



COMMUNITY SPONSORS

- Inglewood Development & Tourism Committee
- Inglewood District Health Services
- Inglewood Senior Citizens Centre
- Korong Newsletter Inc.
- Inglewood Lions Club
- Inglewood Bowling Club
- Korong Vale Mechanics Institute
- Inglewood Historical Society
- Inglewood/Bridgewater RSL
- The Nye family from Bridgewater
- And other individual contributions from throughout the Inglewood Community

For further information contact:
Inglewood Community Neighbourhood House
Town Hall Hub
Cnr Verdon & Market Streets, Inglewood 3517
T | 5438 3562 F | 5438 3260 M | 0418 278 666
E | info@icnh.org.au

INGLEWOOD COMMUNITY BUS SERVICE



Inglewood Community
NEIGHBOURHOOD HOUSE

BOOKINGS - Ph: 54 383 562

Mon, Tues, Wednesday or Thurs:
9.00am to 4.30pm

***'Providing an affordable and accessible
transport service for Inglewood and
surrounding districts'***

Seats 10 persons

***Seats 7 persons when carrying a
wheelchair bound passenger.***



INGLEWOOD COMMUNITY BUS

Introduction

The Inglewood Community Bus is for use by Inglewood and district community groups and Not-For-Profit organisations. Priority is given to people with disabilities and transport disadvantaged senior citizens.

Bookings

Centralised bookings are to be made at;
Inglewood Community Neighbourhood House
(ICNH) **54 383 562**

Monday Tuesday Wednesday & Thursday
between 9.00 am to 4.30 pm

(Kim Hanlon) **0418 278 666**

Bookings can not be made more than one month in advance.

Pricing Policy

The charge for all groups should be sufficient to cover running costs and contribute to maintenance and replacement costs.

Hire Charge

- \$60 per day or
- \$10 per hour for short trips

Please note, fuel costs to be paid by hirer.

Bus to be returned with a full tank of fuel.

Hire charge MUST be paid prior to key collection.

Note

Additional day hire charge, will apply to hirers who have the bus in their possession for more than 24 hours.

Conditions of hire and charges are subject to change. Where applicable please check these details when hiring the bus.

Drivers

Normal car licence required.

All drivers are on a voluntary basis and are to undergo a short driver induction session (approximately 5 minutes) and complete a driver registration form.

The induction session will be arranged by the ICNH Centre Manager and will entail orientation to the vehicle, safety procedures and conditions of use.

Your responsibilities are to;

Follow all traffic regulations eg; speeding, parking and round-a-bout entry and exit.

Have a zero alcohol blood level.

Traffic infringement costs are the responsibility of the driver.

Report any incidents to the ICNH Manager via Communication Book found in the Bus Console and an incident reporting form must be completed.

Insurance

The bus is covered by comprehensive insurance through the ICNH Motor Vehicle Insurance Policy with CGU Insurance Limited.

CityLink Pass

An additional **\$20** fee applies to cover CityLink charges if applicable.

Breakdowns

The bus is registered with RACV, who should be contacted in the case of any breakdown.

**NO SMOKING OR
CONSUMPTION OF
ALCOHOL IS PERMITTED
ON THE BUS**

Damage

Any damage to the bus will incur a charge equal to the cost of repair.

Cleaning

Each user group is to remove rubbish and leave the bus ready for use by the next group.

This community bus is to be kept clean by all user groups.

If the bus is not cleaned after use a \$100.00 surcharge will apply.

Grievance Procedure

Any grievance issues relating to the bus can be directed to the ICNH Manager in the first instance. If agreement is not met, the grievance is to be taken to the ICNH Committee of Management. An external mediator can be sought if agreement is not reached by all parties.

Bus Pick Up & Drop Off

This forms part of the Induction Procedure.

On return the bus should be left clean and locked.

Keys should be returned as per instructions given during the induction process.

Inglewood Community Neighbourhood House Inc.

Mission Statement;

For the empowerment of individuals and groups within our community by providing opportunities for education, training and for social interaction and the development of life skills and any other activities consistent with these aims.