

Registered Driver Application

Attention: Laverton Community Integrated Services Inc.

Location: 95-105 Railway Av, Laverton Vic, 3028

Email: accounts@lcis.org.au

Please note: This form must be completed for each nominated driver and updated annually.

Driver Details	
First Name :	Last Name :
Address :	
Suburb:	Postcode :
Home Telephone :	Mobile / Work Telephone :
Date of Birth :	
Name of Group / Organisation :	
Contact person in case of emergency :	
Telephone (1):	Telephone (2):
Driver Licence and Driving History Details	
Licence Number :	Expiry Date :
<u>Type of Licence</u> : (Please tick) <input type="checkbox"/> Full Victorian Drivers Licence <input type="checkbox"/> Other (Please state) _____	
How long have you held your driver's licence? _____ Years (Copy of Driver's Licence is required by the Office attach to form)	
Vic Roads Driver History Report <input type="checkbox"/> Yes (please attach to application) <input type="checkbox"/> No	
Note: Only Drivers over the age of 25 are eligible to drive the bus	

I declare that I have read the Community Bus Policy and fully understand my responsibilities as a driver when using the Community Bus

Signature of applicant: _____

Date: _____

Driver Responsibilities

The driver is the person in charge of the bus and must –

- Hold a current full Victorian Driver Licence
- Provide evidence of a safe driving history as per a current Vic Roads Driver History Report
- Be 25 years of age or over as recommended by the insurance company
- Drive safely and courteously at all times
- Understand and comply with all road rules and traffic regulations
- Not drive while under the influence of alcohol or drugs. (Drivers **must** maintain zero (0.00) blood alcohol level whilst in charge of the Laverton community bus. Drivers **must not** have taken any drug/s which may affect their ability to drive prior to and whilst in charge of the bus).
- Not use a hand held telephone, microphone or similar device when driving.
- Be responsible for all parking and traffic fines or penalties incurred while driving the bus and should advise our office on the first working day following use if an offence is known to have occurred. A driver whose licence is suspended **must not** drive, or be in charge of a bus.
- Immediately notify the LCIS Coordinator of any:
 - Defects or damage incurred
 - Likelihood of delayed return
- Maintain the bus in a clean and safe condition, whilst in charge of the bus.
- Ensure that passengers and the driver do not eat, drink or smoke in the bus at any time.
- Ensure that any goods and equipment is safely carried, stored and secured within the storage areas of the bus. Goods and equipment that are not able to be safely stored and secured **must not** be carried. Passengers may hold personal bags but all other bags such as shopping, large nappy bags and picnic baskets/esky should be placed in the storage area.

Any misuse of a bus will result in withdrawal of access to the service

Accidents and Insurance

In the event of an accident a Hobsons Bay City Council Motor Vehicle Accident Report form must be completed by the user group/organisation. The insurance excess associated with any “at fault” accident and related repairs to the vehicle will be the responsibility of the user group/organisation. Current excess is \$500.00.