



State Transit School Bus Charters

Terms & Conditions

1 - Operational & Other Limitations

- 1.1** - State Transit does not accept hirings or charters over the AM or PM peaks (i.e. **prior to 9.30AM** or **after 2.30PM**). - **Note**: Where circumstances allow and by agreement with the supplying Depot, these times may be extended to prior to 9.00am and after 3.00pm).
- 1.2** - State Transit (**Sydney Depots**) does not accept hirings beyond the boundaries of the Hawkesbury River Brooklyn and Putty Road Sackville to the North, Bells Line of Road Kurrajong, Great Western Highway Springwood and Warragamba Dam to the West and Camden, Waterfall and Royal National Park to the South.
State Transit (**Newcastle**) does not accept hirings beyond the boundaries of Bulahdelah to the North, Singleton to the West and Gosford to the South.
- 1.3** - All routes are subject to access restrictions relating to RTA guidelines and Local Council requirements.

2 - Bookings, Payment and Fees

- 2.1** - Charters can only be accepted on the official Booking Request **FORM 071** quoting an **ABN Number**. Failure to quote an ABN number means a GST compliant invoice cannot be issued for GST rebate purposes.
- 2.2** - Bookings are to be made a minimum five (5) working days in advance. Bookings within five (5) working days are subject to a late booking fee.
- 2.3** - The cost of hirings shall be billed on a weekly account basis, for payment within 30 days from the date of invoice.
- 2.4** - The hirer is responsible for the **cost of repairs** resulting from any damage caused to the bus by any members of the hiring party during the period of hire.
- 2.5** - If **additional cleaning** is required as a result of the hiring, an **Excess Cleaning Fee of \$100** will apply.

3 - Cancellations, Charges and Refunds

- 3.1** - Should the hiring service not be utilised after the bus leaves the Depot, for any reason whatsoever, then this shall be classified as a **"non-cancelled"** service.
- 3.2 - The following Cancellation Charges apply:**
- **"Non-cancelled" service** - Full hiring fee applies (no refund).
 - Cancellations **within 24 hours** - Charged **50% of fee**
 - Cancellations **24 hours before date of hire** - **NO Charge**.
 - **Inclement weather** - **NO Charge** (a minimum of 1.5 hours notice is required)
 - **All cancellations must be in writing by email or facsimile.**
- 3.3** - In some circumstances (e.g. Bus mechanical failure) State Transit may not be able to operate a hiring service, or part thereof. In such situations, State Transit will only be liable to refund to the hirer that portion of the hiring fee that relates to the non-operated part of the hiring service.

4 - Behaviour

- 4.1** - Hirings shall be terminated as a result of unacceptable behaviour of passengers.
- 4.2** - Smoking, eating or drinking is **NOT permitted** on any of State Transit buses.

5 - Lost Property

If any property is left on a bus, the Bus Depot responsible for operating the hiring should be contacted.

Confirmation of a booking is subject to a written acceptance of these conditions:

I agree with these Terms & Conditions:

Name of authorised person/hirer:		Signature:	
On behalf of (name of school):		Postal Address:	
		Telephone:	Fax:
ABN:		Date:	