

# Community Bus Transport Service

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer
<b>Date of Approval:</b>	21 September 2016
<b>Amended:</b>	21 August 2019; 21 June 2023

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## Objective

To provide guidelines for the provision of a Community Bus Service for Shire of Chittering residents to access services within the metropolitan area.

## Policy

The Community Bus Transport Service is a free courtesy service to the metropolitan centres of Joondalup and Midland for any resident within the Shire of Chittering. Children aged 16 and under will need to be accompanied by an adult / guardian.

The driver will be volunteer driver(s) registered with the Shire of Chittering, who hold a relevant class of licence for driving the designated vehicle.

## Day of service

Tuesday, alternating between Joondalup and Midland town center's on a weekly basis.

## Times of service

Pick up 8am at Shire of Chittering Administration Centre. The bus route and subsequent bus stops throughout the Shire of Chittering will be subject to bookings. Metropolitan drop-off points will be at designated central locations within the Midland **OR** Joondalup Central Business districts.

Returning to Bindoon at 3pm with bus stops along the reverse route as outlined above (5 hour duration in metro area).

The bus must not be utilised for any other activities without the prior approval of the Chief Executive Officer or Deputy Chief Executive Officer.

## Drivers

A roster will be developed and maintained by the Shire of Chittering for volunteer drivers who will receive an honorarium payment.

Drivers are permitted to use the Community Courtesy bus to attend to personal matters whilst waiting for passengers for the return trip to Bindoon with an allowance of 30kms per trip.

## Minimum numbers of travellers per day

The bus service will require a minimum of four passengers. If on any occurrence there are three or less booked passengers, a Council vehicle (to be driven by the community bus driver) will be made available to ensure that those booked will be able to attend booked appointments.

**Luggage**

A luggage trailer is available if required.

The Community Bus Service will maintain a nil alcohol rule and passengers utilising the service will be advised that it is their responsibility to ensure that they are at the designated bus stop on time to catch the return trip to the Shire of Chittering. The Shire, and the volunteer driver, will not be held accountable for passengers who miss the bus.

The day to day operation of the service will be supported by established administrative procedures.