

# Sunshine Coach User Information Form

Version: February 2019

## Conditions of use

The Sunshine Coach is owned by the Grey District Council (GDC) and is available for use, free of charge, to authorised persons or bodies in the Grey District area. The Coach is **not** available for commercial hire and will **not** be operating as a passenger service. In order to ensure that the GDC can continue to make the coach available, the following conditions of use will apply:

1. User, Driver and Usage details must be completed and returned to the Grey District Council, 105 Tainui Street, (PO Box 382), Greymouth, together with evidence of the nominated driver'(s) licence and a **\$50 donation/bond** (Donations can be paid by EFTpos but bond payments must be cheque or cash so these can be refunded).

**Note: The nominated driver must not have been convicted of any Dangerous Driving or Drunk Driving offences within the last three years.**

2. Where the user is a Club, Society or Association, the person acting on behalf of the user shall be responsible for ensuring that the Conditions of Use are fulfilled and shall sign this Agreement accordingly.
3. The coach may be collected from the GDC Vehicle and Storage enclosure, Puketahi Street, Greymouth.
4. The coach must be cleaned inside and out before it is returned to Council. **If cleaning of the vehicle is required after it is returned, then the cost of having the vehicle cleaned will be billed to your organisation.**
5. The nominated driver **must be 25 years of age or over.**
6. The coach is available principally for the transport of **youth groups up to the age of 17 years.**
7. The coach is **not** available on an ongoing regular basis (i.e. every Sunday).
8. There will be **no smoking** in the coach.
9. The coach is licensed to carry **12 passengers, including the driver.** The user will **not** allow this number to be exceeded.
10. The driver must be experienced in operating a vehicle on ski field roads and a set of vehicle chains will be provided at a cost of \$10 to the user. These chains must be used on the vehicle where conditions warrant them and ski field management so direct.
11. The user shall ensure that reasonable care is taken in handling and parking the coach and it is left securely locked and secure while unattended and during the return period which may be outside normal office hours.
12. The user must ensure that:
  - a) the **water** in the radiator and battery of the coach is maintained;
  - b) the **oil** in the coach is maintained; and
  - c) the **tyres** are maintained at their proper pressure.
13. The user will be responsible for all **traffic infringement fines.**
14. No person may carry alcohol in the coach. The coach will not stop at any licensed premises other than for accommodation and meals.

15. The Sunshine coach does not include a first aid kit. This will be a responsibility of the user to ensure they have one of board if required.

**Insurance** Should damage occur while the vehicle is being used by a community group, the community group will be responsible for the amount of excess required by the owner's insurance company to any claim made against the owner's policy.  
**The excess is currently \$500.00.**

**Donations** Council does not charge for the use of the vehicle but it would appreciate any donations towards the ongoing cost of insurance, tyres, registration, and maintenance.

## Exclusions

Although the vehicle is insured by Council, the user or user body will be solely responsible where the damage, injury or loss to the vehicle arises when:

1. The driver of the coach is under the influence of alcohol or any drug;
2. The coach is in an unsafe or un-roadworthy condition that arose during the course of the use and that caused or contributed to the damage or loss and the user or driver was aware, or ought to have been aware, of the unsafe or un-roadworthy condition of the coach;
3. The coach is operated in any race, speed test, rally or contest;
4. The coach is not being driven by an approved driver;
5. The coach is wilfully or recklessly damaged by the user or any driver, or is lost as a result of the wilful or reckless behaviour of the user, driver, or occupants; or
6. The coach is operated outside the terms of use stipulated in this document.

### **Please Note :**

**REVERSE: RAISE THE COLLAR OF GEAR STICK WHILST SELECTING REVERSE.**

1. Minibus is to be returned to GDC Vehicle and Storage enclosure.
3. Key for gate padlock is with Minibus key.
4. Return key to GDC via mail slot in the GDC office door.
5. **DON'T FORGET TO FILL THE TANK WITH DIESEL!**

**Please ensure the van has been cleaned BEFORE it is returned this includes:**

- **Luxing of the seats**
- **Mopping/ sweeping of the vans floor**
- **Cleaning of the exterior**

**Thank you.**

<b>ORGANISATION/ USER DETAILS</b>	
<b>GROUP NAME:</b>	
<b>ADDRESS:</b>	
<b>EMAIL:</b>	
<b>TELEPHONE:</b>	
<b>DRIVER/S DETAILS</b>	
<b>• DRIVER 1</b>	
<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>TELEPHONE</b>	<b>DAY:</b> <b>AFTERHOURS:</b>
<b>LICENCE NO</b>	
Have you attended a defensive driving course? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been convicted of any Dangerous Driving or Drunk Driving offences within the last three years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>• DRIVER 2</b>	
<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>TELEPHONE</b>	<b>DAY:</b> <b>AFTERHOURS:</b>
<b>LICENCE NO</b>	
Have you attended a defensive driving course? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been convicted of any Dangerous Driving or Drunk Driving offences within the last three years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>USAGE DETAILS</b>	
<b>Time and date of collection:</b>	
<b>Time and date of return:</b>	
<b>Number of passengers:</b>	
<b>Destination:</b>	
<b>Proposed route:</b>	
<b>Purpose of trip:</b>	
<b>OFFICE USE</b>	
Number of key given: 1 / 2 (circle one)	
\$50.00 bond to be treated as: (circle one) <u>TO BE PAID PRIOR OR AT TIME OF COLLECTING KEYS</u>	
DONATION    or    BOND	

**I/We acknowledge that I/we have read and agreed to be bound by these Conditions**

\_\_\_\_\_  
*User/Person Responsible*

\_\_\_\_\_  
*User/Person Responsible*

# SUNSHINE COACH INSPECTION CHECKLIST

**ORGANISATION/ GROUP NAME** \_\_\_\_\_

**INTERIOR**

BEFORE

- General Interior
- Floors
- Seats

Comments: .....  
 .....

AFTER

- 
- 
- 

.....  
 .....

**EXTERIOR**

BEFORE

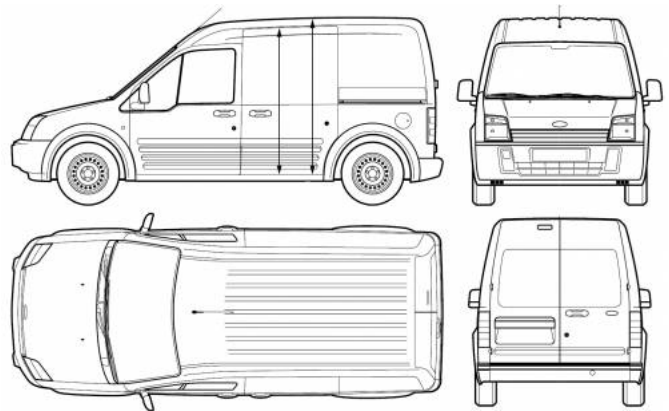
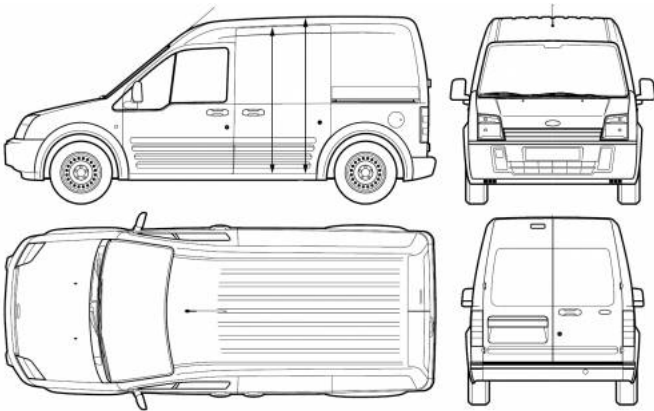
- Tyres
- Body work
- Lights
- Windows

Comments: .....  
 .....

AFTER

- 
- 
- 
- 

.....  
 .....



**BEFORE USE INSPECTION**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Inspectors signature: \_\_\_\_\_

**AFTER USE INSPECTION**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Inspectors signature: \_\_\_\_\_