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| Policy Type | Corporate |
| Function | Community Assistance |
| Policy Owner | Director Corporate and Community Services |
| Policy Contact | Director Corporate and Community Services |
| Effective Date | 11 November 2025 |

Purpose

The purpose of this policy is to provide conditions for the use of the Burdekin Shire Council-owned bus. The Council bus is only available for use by community groups to support activities and programs benefiting Burdekin Shire residents. The bus is made available at the complete discretion of council.

Scope

This policy applies to community groups within the Burdekin Shire who wish to use the Council bus for community purposes.

Exceptions

Community groups outside of the Burdekin Shire can be considered for use of the Council bus based on the benefit provided to the Burdekin community.

Objectives

Council will provide community assistance to Burdekin community groups, by the provision of the use of the Council owned bus within conditions as stated in this policy.

Policy Statement

Guidelines for use of bus

Council will consider applications to use the Council bus on a case-by-case basis.

Applications should be in writing and should detail when the bus is required, where the bus will travel to and demonstrate the benefit the use of the bus will have to the community.

The request for the use of the Council bus is tabled at an Ordinary Council Meeting prior to the date the bus is requested.

The bus must be driven by either a Council employee or a Councillor.

The Council reserves the right to withdraw the bus from use providing prior notice is given to the user.

Conditions for use of bus

No smoking is permitted at any time on the bus.

No animals are permitted on the bus, with special exemption for registered guide dogs with their owners.

The Council bus must be parked in accordance with the Queensland road rules and in a secure place. If an approved request includes overnight use, the bus is to remain at the driver's private residence or at the Burdekin Shire Council depot.

The driver must ensure that the logbook is completed for each part of the journey.

The bus may only be driven by a current Council employee or Councillor who is a fully licenced driver who is not under the influence of alcohol or other drugs. The driver must not take any action which is likely to interfere with the conditions of the insurance cover.

The bus must be fully fuelled upon return. Reimbursement of the cost of fuel is to be considered on a case-by-case basis. Where a community group wishes to be reimbursed for fuel costs, they must indicate this at the time of applying to use the Council bus.

Any damages identified from use of the Council bus will be the responsibility of the user. The bus must be returned in a clean and tidy state. Any cleaning costs incurred by the Council will be the responsibility of the user.

Safety Requirements

The bus must only transport a maximum of 12 people including the driver.

All passengers must wear seatbelts whilst travelling on the bus.

Infants and small children must not travel on the bus without properly fitted infant car seats.

Indemnity

Burdekin Shire Council shall not be responsible for any loss or damage to property belonging to the user or any person travelling on the bus during the period of use.

Failure to comply with any of the requirements set out in the policy will be regarded as a breach of this policy and will impact on future applications to use the bus.

Risk Management

There are some risks associated with allowing community use of the Council-owned bus. These are largely mitigated by the implementation of this policy. One of the primary mitigation measures is that only a Council officer or a Councillor will be permitted to drive the bus. They must be fully licensed and must not be under the influence of drugs and/or alcohol. The risk of additional wear and tear on the bus is considered low, as Council does not receive a high volume of requests for use of the bus. There are also limited financial risks as the bus is fully insured, and the cost of fuel is the responsibility of the community group (unless prior approval has been given for Council to cover fuel costs).

Legislation

Local Government Act 2009

Local Government Regulation 2012

Definitions and Abbreviations

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| Council bus | is the 12 seater mini-bus owned by Burdekin Shire Council as part of its Fleet. |
| Community groups | are groups within the Burdekin Shire such as schools, churches, clubs, community organisations and committees. |

Document History and Version Control

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