

Community Transport Port Stephens Ltd

P O Box 125 Nelson Bay NSW 2315

02-4984 7999 | info@ctps.org.au

Application to Book Vehicle

Name of Group/Organisation:									
Contact Person/s:									
Phone:		Mobile:							
Email:									
Date for trip/trips:		to							
Arrival day & time:									
Departure day & time:									
Purpose of trip:									
Will trailer be required?	Yes		No						
Number of people requiring transport?	Adults		Children		Child seat/restraints required?				
Do any people require wheelchair hoist?	Yes		No		If YES how many				
Bus/Buses Required:	24seats		20seats		12seats		Unsure		
Any additional information or requests:									
Pickup From: <i>(If multiple pickups required please advise)</i>									
Destination: <i>(If multiple destinations please advise)</i>									
For overnight and multiple day trips, are the drivers required for any additional services? <i>(e.g. transport to and from activities and hours driver required)</i>									

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By acceptance of quote the group and/or individual agrees to adhere to the following conditions:

- Community Transport Port Stephens Ltd adheres to the *NSW Work Health and Safety Act 2011* at all times. Any Group or Individual acting in a manner conflicting with the *ACT* may be refused service from the driver.
- The vehicle must only be used for the purpose indicated on the application.
- The vehicle must not be Driven, Locked, Unlocked or Refuelled by any other person than a Community Transport Port Stephens Ltd driver.
- Users of the vehicle that are responsible for any internal or external damage will cover the cost of repairs and replacement if necessary.
- The number of passengers must not exceed safe capacity of the vehicle.
- Seat belts are to be worn at all times when the vehicle is in motion.
- There is to be NO SMOKING in or around the vehicle.
- There is to be no HOT food or drink allowed in vehicle.
- While all care is taken, Community Transport Port Stephens Ltd reserves the right to alter or refund the promised/booked vehicle at any time it chooses without notice especially if circumstances exist that are outside our control i.e. Weather, vehicle breakdown, accidents roadwork's etc.
- For overnight and multiple day trips drivers will require single accommodation. This can be entered into the quote at an additional \$200 per night or the group can organise it themselves. Some accommodation venues will have free accommodation for drivers when booking in as a group.
- All quotes and information will be held valid for 30 days.
- A non refundable deposit of 20% may be required before trip will be confirmed (please check with office)
- Payment may be required before or on the day of transport (please check with office)
- If there are any alterations to the trip before or after that is not stated on this application there may be additional fees.
- Community Transport Port Stephens Ltd encourages and adheres to strict Driver Fatigue Management Policies as documented by Australian State & Federal Governments and by Community Transport Ports Stephens Ltd MEA.
- While all care is taken, Community Transport Port Stephens Ltd shall not be held responsible to any individual, entity, organisation or group of any kind for any injury, loss or damage to any persons or property incurred and are absolved from all liability
- A list of names, emergency phone numbers and addresses will be required from all passengers traveling in the vehicle 48hrs before departure.

(office use only)

CHSP/NON CHSP:

Quote for Trip: \$

PLUS GST

Date of quote: / /