

Bus Hirer Guide

Collecting a bus:

1. Walk around bus and visually inspect for damages or flat tyre;
2. Walk through interior and visually inspect for:
 - cleanliness
 - damage
 - seatbelts retracted
 - check that both rear seats are attached correctly to floor guide (where fitted) by firmly pulling forward on seat back handle
 - dashboard instruments for alerts or warnings
3. Inform LCTG staff of any immediate concerns.

Returning a bus:

1. Refuel the vehicle;
2. Operate the DPF system as alerted on dashboard instruments;
3. Reverse park correctly in space provided at the depot;
4. *Walk through bus, visually check and clean interior as listed below:
 - return all wheelchair restraints to box beside lifter (if used)
 - check that both rear seats are attached correctly to floor guide by firmly pulling forward on seat back handle
 - brush all seats and retract seatbelts
 - brush carpet engine cover, including between driver seat
 - check and wipe marks off windows (best results using water and blue glass cloth)
 - wipe dust off dashboard and around steering wheel
 - sweep floor under seats, drivers area and side entry steps
 - check and remove all rubbish from the bus and place in a bin
 - mop floor after wet weather or spills
 - turn off all lights, close windows, doors and lock the vehicle

Other information:

Keeping our buses clean contributes to the comfort of all passengers, including the driver, and is an important part of enabling us to provide you or your organisation with a bus at a low cost. It is recommended that a minimum of 10 – 15 minutes be allowed each way to follow the hirer guide, as demonstrated to the hirer by LCTG during vehicle orientation.

*Additional fees (\$75.00) may be charged to the hirer where reference to this Bus Hirer Guide is not applied.

- **By law, passengers are required to wear a seatbelt if fitted to a seat when traveling in the vehicle.**
- **The consumption of food or drinks is not permitted in LCTG vehicles.**
- **Smoking is not permitted in or around LCTG vehicles at any time and in accordance with Workplace Health & Safety laws.**