

SHIRE OF WESTONIA

COMMUNITY BUS RECORD OF USAGE



Name of Hirer _____ Date ____/____/____

Odometer Start _____ End _____ Total Km _____

Please Ensure the following

PRIOR TO USE

Check the water, oil and tyre pressure

DURING USE

Check the oil, water and tyres at each fuel stop

AFTER USE

Return the bus with a full tank of diesel fuel and correct amount of oil

KEYS

Returned to the shire office unless prior arrangements are made with an authorised person

CLEANING

Bus must be cleaned to the condition in which it was collected or the cost of the cleaning will be charged to the Hirer

Please note any incidents, damage or maintenance items:

Please return this form with keys to Shire Office