



## BUS BOOKING APPLICATION FORM 2020

### 1. GENERAL *(Please complete all sections)*

Name of Organisation/Group		
Email Address		
Address for Correspondence/ Accounts		
Contact Person 1		
Contact Numbers	(W)	(M)
Contact Person 2		
Contact Numbers	(W)	(M)
<b>Contact person is responsible for ensuring that payment is made upon receipt of Invoice</b>		

### 2. ELIGIBILITY *(Please complete all sections)*

Community Transport: Wollongong-Shellharbour (CTWS) receives funding under the Commonwealth Home Support Program (CHSP) and the Community Transport Program (CTP) to provide transport services to eligible clients.

The CHSP provides entry level support services to assist frail older people aged 65 years and over (50 years and over for Aboriginal and Torres Strait Islander People) who have functional limitations to remain living independently in the community.

The CTP provides transport to people who have limited or no access to private or public transport due to location, when they need to travel, their financial resources, or physical or cognitive capacities.

**Community Transport: Wollongong-Shellharbour is not funded to transport people who receive a Home Care Package, NDIS funding or are in residential care.**

Are the Clients in your group eligible under the:

Commonwealth Home Support Program (CHSP)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Community Transport Program (CTP)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does your group receive funding for transport?  Yes <input type="checkbox"/> No <input type="checkbox"/>	Does your group have Public Liability Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>  If 'Yes' please ensure a copy of Certificate of Currency is attached.  If 'No' your group is ineligible for Community Transport.
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### 3. BOOKINGS *(Please complete all sections)*

Which Community Transport Office do you require a service from? Wollongong LGA <input type="checkbox"/> Shellharbour LGA <input type="checkbox"/>	
<b>Is your booking regular or irregular? please fill in the relevant box below</b>	
<b>Regular Booking</b>	<b>Irregular Booking</b>
Frequency:    Monthly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly <input type="checkbox"/>  Day of the week a bus is required: Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/>  Other (specify) _____	Please provide date/s required  Date/s _____  _____  _____
Can your group be flexible with this day?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please give alternate day of week.    _____	
Size of the group - how many people?	

### 5. CARER / ASSISTANT

<b>Nominated Volunteer Carer/Assistant</b>	
In line with Community Transport policy, all groups <b>MUST</b> provide their own carer/assistant - one per bus. This person cannot be a client in the group. All carers/assistants are required to be on the bus during <b>all</b> service user pick-ups and return trips and must advise the driver the pick-up order. The carer/assistant is also required to ensure that alcohol is not consumed on the bus.	
Name	
Address	
Phone - Mobile	
Phone - Work or Home	

## 6. CLIENT INFORMATION

In order to meet the requirements of our funding CTWS requires core information on each client that travels on our buses. This information is used for statistical purposes and to register clients with CTWS.

## 7. AGREEMENT

I acknowledge that:

- a) Our organisation clearly understands that buses from Community Transport: Wollongong-Shellharbour must only be used for the purpose stated in this application or any other subsequent Trip Request Form.
- b) Failure to return the bus in a clean and tidy condition could affect your ability to access buses from this Project on any future occasion.

I accept that Community Transport Wollongong-Shellharbour reserves the right to cancel a service on any given day, in the event of a vehicle being off the road due to unforeseen circumstances.

I have read and agree to abide by the conditions contained in **Community Bus Bookings: Procedures and Guidelines for Use 2020**.

Signed \_\_\_\_\_

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

**Please complete and return all forms to:**

Community Transport: Wollongong-Shellharbour

Wollongong City Council  
PO Box 693  
WOLLONGONG NSW 2500

[communitytransport@wollongong.nsw.gov.au](mailto:communitytransport@wollongong.nsw.gov.au)