



Scouts Victoria is the holder of a Transport Safety Victoria Certificate of Registration to operate a bus service which is not a commercial bus service or a local bus service.

Scout Groups requiring a copy of the Certificate when hiring a bus from a provider may request a copy using this form.

Upon receipt the request will be assessed against the requirements of the Registration and the Certificate forwarded directly to the provider of the bus.

IMPORTANT - Please note the following instructions:

1. You must complete all sections of the Request Form and provide ALL supporting documentation for your request to be processed.
2. Use this checklist to ensure ALL requirements are addressed. This checklist is for you to use and retain.

Request Form Checklist	
Ensure you have completed all sections of the Request Form	
<input type="checkbox"/>	Page 1 Provide complete details of the Bus Provider
<input type="checkbox"/>	Page 2 Complete driver details for each proposed bus driver
<input type="checkbox"/>	Page 2 Each driver must initial all five components of the undertaking
Request Form Attachments	
<input type="checkbox"/>	Attach a copy of the driver's license for each proposed driver
<input type="checkbox"/>	Attach an assessment of how many passengers can be safely carried on the bus. This may be obtained from the Bus Provider
<input type="checkbox"/>	If travelling Interstate, also attach your Interstate Travel Form
Need Assistance?	
Contact the Corporate Projects Officer on (03) 8543 9892 between 8:30am – 5:00pm Monday to Friday or email corporateprojects@vicscouts.asn.au	
Submitting your Application	
<p style="text-align: center;">Mail all documents to: Corporate Projects Victorian Scout Centre 152 Forster Road MOUNT WAVERLEY VIC 3149</p>	<p style="text-align: center;">Email all documents to: corporateprojects@vicscouts.asn.au</p>



This page has been intentionally left blank.

Formation Details	
Group/Formation:	Today's Date:
District:	Region:

Details of Bus Provider	
Organisation Name:	
Contact Name:	
Postal Address:	
Suburb:	State: Post Code:
Phone:	Email address:
Duration of Hire	
Collection date of the bus:	Return date of the bus:
Travel Plans: <i>(tick one box)</i>	
Are you intending to travel outside Victoria? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, complete an Interstate Travel Form)</i>	

THE CERTIFICATE OF REGISTRATION WILL BE FORWARDED DIRECT TO THE PROVIDER

Each driver of the bus must complete a **Personal Details of Driver** section on page 2.

If there are more than two drivers, simply copy the page and attach it as required.

CORPORATE PROJECTS USE ONLY			Received Date:	
Complete driver details and copy of licence provided	Date:		Initial:	
Driver licence type suitable for bus type	Date:		Initial:	
Bus Provider verified	Date:		Initial:	
Request accepted?	Yes	Sent Certificate to Bus Provider with covering letter and email copy to Group		
	No	Send advice Group with explanation		
Scan & file all documents				

PERSONAL DETAILS OF DRIVER			
Full Name: <i>(as shown on licence)</i>			
Mobile Phone:	Home Phone:	Work Phone:	
E-mail address:		Member No.:	
Residential Street Address <i>(Not PO Box)</i> :			
Suburb/Town:	State:	Postcode:	
Postal Address		<input type="checkbox"/> Tick if same as residential address	
Postal Address:			
Suburb/Town:	State:	Postcode:	
Driver's Licence <i>(attach a copy of your licence)</i> :			
Licence Number:	Licence Type:	Expiry Date:	
I undertake to:			Initial
Ensure the bus I am driving has a current <i>(within 12 months)</i> roadworthy certificate issued by a licensed bus tester			
Ensure that I do not have any alcohol or drugs present in my blood or breath immediately before or while driving a bus			
Assess the maximum number of passengers that may be safely carried on the bus and provide evidence of the assessment with this form			
Ensure the bus I am driving is fitted with a properly maintained and tested fire extinguisher			
Notify Scouts Victoria immediately, through the 24 Hour Incident and Emergency line (03 8543 9877), of any accident that occurs whilst operating the bus			
Driver's Signature:		Date:	

PERSONAL DETAILS OF DRIVER			
Full Name: <i>(as shown on licence)</i>			
Mobile Phone:	Home Phone:	Work Phone:	
E-mail address:		Member No.:	
Residential Street Address <i>(Not PO Box)</i> :			
Suburb/Town:	State:	Postcode:	
Postal Address		<input type="checkbox"/> Tick if same as residential address	
Postal Address:			
Suburb/Town:	State:	Postcode:	
Driver's Licence <i>(attach a copy of your licence)</i> :			
Licence Number:	Licence Type:	Expiry Date:	
I undertake to:			Initial
Ensure the bus I am driving has a current <i>(within 12 months)</i> roadworthy certificate issued by a licensed bus tester			
Ensure that I do not have any alcohol or drugs present in my blood or breath immediately before or while driving a bus			
Assess the maximum number of passengers that may be safely carried on the bus and provide evidence of the assessment with this form			
Ensure the bus I am driving is fitted with a properly maintained and tested fire extinguisher			
Notify Scouts Victoria immediately, through the 24 Hour Incident and Emergency line (03 8543 9877), of any accident that occurs whilst operating the bus			
Driver's Signature:		Date:	