

# Permanent Vehicle Change Request Form

Only use this form to add or replace an Approved Vehicle as listed on your Contract Vehicle Table, or to seek pre-approval for a vehicle that has not yet been purchased.

Do not use this form for temporary change requests (e.g. due to mechanical failure).

## Part A - Request for Approval to Add or Replace Vehicle

*Part A must be completed for all requests.*

Operator name:

I would like to (choose option):

Replace an existing vehicle

Add an additional vehicle

Remove an existing vehicle

Registration of vehicle being removed (replacement and removal only):

Primary Passenger Service Contract on which the vehicle is currently being used (replacement and removal only):

Primary Passenger Service Contract on which the vehicle being added will be used (replacement and additional only):

Reason for requesting vehicle change\*:

\*in accordance with clauses 10.3(e)(ii)(A) and 10.3(f)(ii)(A) of the Standard Conditions, the addition or replacement of a vehicle requires a 'genuine operational reason'.

If this vehicle change is agreed, can the vehicles listed in your Contract Vehicle Table still meet the bus size, operational capacity and seating configuration requirements (if specified) outlined in Column 6 of your Passenger Service Table for all Passenger Services?

Yes                  No

Answer either Yes or No to the following questions as they apply to your request. For any questions that are not relevant, select N/A.

Is the proposed vehicle equipped with lap-sash seatbelts for all passengers?

Yes                  No                  N/A                  *Small Bus only (18 - 25 seats)*

Is the additional vehicle required solely because of an increase in passenger demand on the Passenger Service which cannot be met by another Approved Vehicle?

Yes                  No                  N/A                  *Additional Vehicle only*

Does the vehicle have a space at least 1.2 metres wide by 0.50 metres high on the external rear surface of the bus that may be used by the Crown to undertake road safety and/or school safety advertising (if required)?

Yes                  No                  N/A                  *School Bus only*

Is the vehicle compliant with [Disability Standards for Accessible Public Transport 2002](#) and any requirements relating to the [Disability Discrimination Act 1992](#)?

Yes                  No                  N/A                  *General Access Bus only*

If you answered "No" to any of the above questions, please provide an explanation below:

## Part B - Vehicle Details

Part B must only be completed if/when the vehicle has been purchased, registered and inspected.

Do not complete this section if you are seeking pre-approval.

### Replacement / Additional Vehicle Details

Registration:

Year of Manufacture of vehicle being added:

Make:

Model:

Date of Purchase:

Purchase Price (ex GST):

I confirm that I have attached evidence of the Purchase Price paid for the replacement/additional vehicle.

I confirm that I have attached a copy of the latest PPV Inspection report for the proposed replacement/additional vehicle to which this request relates and that the vehicle is fully and appropriately maintained.

Will the vehicle being added use automated washing facilities?

Yes

No

If the replacement/additional vehicle is 2 years of age or less, has it previously been used for any commercial purposes (for the purposes of the "Bus Age" definition in clause 1.1 of the Standard Conditions)?

Yes

No

N/A

### Refurbishment Costs

Have you expended any money on the refurbishment of the proposed vehicle (in accordance with clause 12.5(a)(ii)(C) of the Bus Contract Payment Model - School Bus Services)?

Yes

No

If yes, what amount have you expended?

I confirm that I have attached tax invoices evidencing this expenditure with a third party.

## Contractual Requirements

Is the vehicle registered in the name of the Operator (as per the Formal Instrument of Agreement)?

Yes                  No

Does the vehicle comply with all applicable laws (including vehicle registration)?

Yes                  No

Is the vehicle roadworthy or otherwise 'fit for purpose' to operate a Passenger Service (for the purposes of clause 9.4(f) of the Standard Conditions)?

Yes                  No

Does the vehicle use Diesel Exhaust Fluid (AdBlue)?

Yes                  No

If you answered "No" to any of the above questions, please provide an explanation below:

## Personal Information Protection Statement

You are providing personal information to the Department of State Growth which will manage that information in accordance with the [Personal Information Protection Act 2004](#).

The personal information collected here will be used by the Department and may be disclosed to other authorities, including the Registrar of Motor Vehicles and the Transport Commission, for the purpose of administering the [Passenger Transport Services Act 2011](#), the [Passenger Transport Services Regulations 2013](#) and associated laws.

Failure to provide this information may result in your application not being able to be processed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by the law. You have the right to ask the Department to give you access to the personal information you have provided. You may be charged a fee for this service.

## ENQUIRIES

Email [ptscontracts@stategrowth.tas.gov.au](mailto:ptscontracts@stategrowth.tas.gov.au)

Phone (03) 6166 3343