

BUS APPLICATION FORM



OFFICE USE ONLY

Eligible: Within the zone set out by PTV and the Department of Education		Ineligible (Paid Seat): Out of the zone		Ineligible: Less than 4.9km of the school	
Distance from residential address to MSC		Melways Reference			

STUDENT DETAILS

Residential Address:		Suburb:	
		Postcode:	

Name of Parent/Guardian	Relationship to student/s	Mobile Number	PH Contact number

Email address	
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Emergency Contacts	Name	Relationship	MB Number

STUDENT ONE:

First Name	Surname	Date of birth	Student Mobile
Year level and HMG:		Student Code	
Any Medical Conditions or requirements the driver should be notified of? If yes, please provide details and or Medical plans			

STUDENT TWO:

First Name	Surname	Date of birth	Student Mobile
Year level and HMG:		Student Code	
Any Medical Conditions or requirements the driver should be notified of? If yes, please provide details and or Medical plans			

STUDENT THREE:

First Name	Surname	Date of birth	Student Mobile
Year level and HMG:		Student Code	
Any Medical Conditions or requirements the driver should be notified of? If yes, please provide details and or Medical plans			

STUDENT FOUR:

First Name	Surname	Date of birth	Student Mobile
Year level and HMG:		Student Code	
Any Medical Conditions or requirements the driver should be notified of? If yes, please provide details and or Medical plans			

CONDITIONS OF TRAVEL

To ensure the safety of all passengers on the school buses, the following conditions apply at all times:

To ensure safety of travel on school buses, students must agree to the following:

- Not play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the school bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the school bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans, cigarette lighters.
- Students must travel to and from your approved bus stop only. Do not change to one that will take you to sports, social event or work commitments. Parents are required to arrange transport to meet these commitments.
- Valid bus passes **MUST** be carried at all times – students will **NOT** be allowed to travel on a bus without his/her bus pass. Bus Passes cannot be used by another student
- In the event a bus pass has been left at home, a temporary pass can be obtained from Sick Bay. This should be done before school or at recess/lunchtime. (NOT during class time)
- Passes are not automatically issued every year – all students must reapply for bus travel every year and will need to complete a travel application form.
- Students must reapply for a bus pass if they change address. And this does not mean they are automatically granted another bus pass.
- If a bus pass is lost or damaged a replacement charge of \$5.00 applies, please go to the general office to purchase.
- Wear a seat belt where fitted at all times.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 mins prior to departure.
- Not eat, drink, or smoke while on the school bus. The college smoking policy for bus travel applies for bus travel.
- Obey the instructions of the bus driver. The Bus driver is responsible for maintaining the school bus safety and also has the authority to report any misbehaviour or vandalism.
- Boisterous conduct and /or inappropriate behaviour including the use of bad language or any action which may cause distress to other students or distract the driver will not be tolerated.
- Students must speak quietly and not call out to passing traffic or fellow students.
- All Students must treat others with courtesy and consideration.

Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk

Non-compliance with any of the above conditions may result in the following

1. The driver will stop the bus
2. The offenders name and full details of the breach will be recorded.
3. The offender will be transported to school or to their normal drop off point.
4. The breach will be reported to the bus coordinator and followed up by the school diligently.
5. The Bus coordinator will take disciplinary measures in accordance with the guidelines below.
6. In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the principal may take the disciplinary action below:

1. First Referral: Three written warnings to parent
2. Second Referral: Meeting with Principal
3. Third Referral: One week suspension of student from travel on bus.
4. Fourth referral: Suspension from bus for remainder of year.

A serious offence that endangers other students, bus staff or property will result in immediate suspension

Responsibility of parents /guardians

- Pay any associated travel fees (ineligible students) prior to travel each term or upfront annually as required
- Parents/ guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- It is most important that parents waiting for the bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- School bus travel is a privilege and not a right and consequence will follow a breach of these conditions. It is understood that bus travel is provided and accepted on the conditions

I certify that:

1. All the above details are true and correct.
2. I will notify the school in writing within 5 days of any change of address or school.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberated act of my child (ren).
4. I consent to release this information to public transport (PTV) to assist with planning for transport services.

- I accept authority of the Principal with regard to student discipline on the school bus service.
- I agree to abide by the above conditions of travel.
- I understand that if I or my child (ren) do not comply with the conditions of travel, it may result in my child (ren) not being permitted to travel on the school bus service.

Parent/ Guardian name (Please print)	
Parent Signature	
Date	

- I accept authority of the Principal with regard to student discipline on the school bus service.
- I agree to abide by the above conditions of travel.

Student (1) Name (Please print)	
Student Signature	
Date	

Student (2) Name (Please print)	
Student Signature	
Date	

Student (3) Name (Please print)	
Student Signature	
Date	

Student (4) Name (Please print)	
Student Signature	
Date	

Please indicate your reason/s for special consideration.

- Special case consideration form attached
- Supporting documentation attached

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Date Received		Date processed	
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- Student added to PTV Bus service spreadsheet
- Student added to PTV Payment service spreadsheet (if applicable)
- Additional department forms attached (Special consideration etc)

Additional information (If needed)