

Dear Parents and Guardians,

Thank you for expressing your interest in our Bus Service.

As of 2025, To enhance the efficiency and safety of our students, we will transition to a system of designated transit points. We will be providing transit points in:

- Jordan Springs
- Ropes Crossing
- St Marys
- Kingswood
- Caddens
- Penrith
- Glenmore Park
- Emu Plains
- Cranebrook
- North Richmond
- Bligh Park
- Llandilo

Please see the list of Transit points on our website [The Lakes Christian College \(CCM\) - The Lakes College 2025](#)

In our commitment for safety and transparency, we have upgraded our buses with an app called **Busminder**. Busminder provides a tap-on/tap-off system like an Opal Card. This state-of-the-art technology will not only streamline the boarding process but also provide you with real-time updates offering you an additional layer of security and peace of mind. We will provide access to this app once you have filled out an application

Once you have filled out this expression of interest below, we will send you an application form via Adobe Sign asap. Please note students starting in 2026 the application will be sent in November.

Hope to hear from you soon

Kind Regards,

David Lewis

TLCC Bus Coordinator and Safety advisor

Bus@thelakescc.nsw.edu.au



Expression of Interest for Student Bus Travel 2025

Family details			
Name of person completing the form		Relationship to Student	
Home Address			
Email address			

Names of student/s requiring Bus Transport

Family Name	First Name	Year Level

Please see the list of Transit points on our website [The Lakes Christian College \(CCM\) - The Lakes College 2025](#) and type in your street address to see the closest Transit Point

Transit point Details	
Preferred Transit Point (1) :	

Bus Transport is requested for:			
Please select one:	<input type="checkbox"/> Full time	<input type="checkbox"/> AM (one way only)	<input type="checkbox"/> PM (one way only)

Please fill this in and send back to the bus coordinator ASAP at bus@thelakescc.nsw.edu.au



Information for Student Bus Transport

Bus Transport Information

An application form must be completed and submitted to the College office before transport will be available for your child/ren.

After the College has approved your application, you will be contacted to discuss bussing options available to your family.

Families requiring students to be transported to and/or from Childcare Centres/Before and After School Care Centres will need to select one of the travel options below, charges apply.

Annual

Gives access to both morning and afternoon bus travel for the entire 2025 school year.

Annual - One Way

This pass will give access to either morning *or* afternoon bus travel, for the entire 2025 school year

Term

Gives access to both morning and afternoon bus travel for one term only. An application form must be submitted prior to the commencement of each school term.

Annual - One Way

This pass will give access to either morning *or* afternoon bus travel, for the entire 2025 school year.

Term

Gives access to both morning and afternoon bus travel for one term only.

Term - One Way

This pass will give access to either morning *or* afternoon bus travel, for one term only. An application form must be submitted prior to the commencement of each school term.

Note: Credit/Refund on unused Annual and Term Bus passes is not available. Public holidays are already factored into the pricing.

If a student is absent for an extended time with a good reason, a request in writing may be made to the Principal for special consideration of your situation.

TLCC 2025 Bus Fee					
Two Way Travel			One Way Travel		
	Annual	Term		Annual	Term
1 Student	\$1240.00	\$310.00	1 Student	\$805.00	\$205.00
2 Students	\$2115.00	\$530.00	2 Student	\$1340.00	\$335.00
3 Students	\$2870.00	\$720.00	3 Student	\$1785.00	\$450.00
Additional	\$730.00	\$185.00	Additional	\$470.00	\$120.00

*All students have the right to a safe and enjoyable journey to and from school, as a pleasant trip can set the tone for a day of productive learning. However, the inappropriate behaviour of a small number of students can spoil the trip for many. The following **Terms and Conditions** and **Bus Rules for Student Travel** explain in detail what is expected of all people involved in student travel on The Lakes Christian College bus.*

Terms & Conditions of College Bus Travel

BUS ADMINISTRATION

1. An 'Application for Student Bus Transport' form will need to be completed with both parent/ carer and the College agreeing to all details.
2. The 'Application for Student Bus Transport' form is only valid until the end of the 2025 College year, or until you terminate your bus use.
3. If your child/ren is/are suspended from bus travel, you will be required to submit a new Application for Student Bus Travel.
5. Priority will be given to those who require a seat every day to and from school. Bus Students who are on multiple buses may not get a seat on the desired run. Parents will be notified of any changes well in advanced by the bus coordinator.
6. If you have selected a Term pass for your child/ren please ensure that you collect and submit a new bus application form before the last week of the College term if you wish to continue using the bus service. If you do not, transport may not be available.
6. Bus students issued with a bus card/fob are required to carry their card/fob with them whilst travelling on College Buses. Once distributed, students must have their TLCC issued bus card/fob with them for entry and departure on the bus each day. Students will be allocated a 2-day grace period to locate missing cards/fobs. Failure to do so will incur a \$15 card/fob replacement fee to be paid within 14-days.'

BUS BEHAVIOUR & CONDUCT

7. Parent/carers are to take an active part in promoting and teaching 'Safe Bus Travel' to their child/ren, in line

with the College Bus Rules and the NSW Transport requirements for public transport.

11. The College is only responsible for your child/ren from the time they are either entering the bus in the morning or leaving the bus in the afternoon.
12. The Bus runs to a precise time schedule every day. If your child/ren are not at the designated morning location pick up on time and no call has been received, the driver will move on and continue the route without your child. Of an afternoon, if a student is not on the College bus by 3:10pm, the office will be alerted, and a call put out, the bus may leave without them. It is then their responsibility to contact you from the College office, to explain and make other transport arrangements with you.

BUS OPERATIONAL CONDITIONS

13. The morning bus student pick-ups commence at approximately 7am to reach the College by 8:20am, with the afternoon runs commencing at 3:10pm and concluding by approximately 4:30pm.
14. All bus routes are set at the commencement of each year. As our bus demand increases, we will always try to offer any new applicant family the closest efficient solution to accommodate their application, within our current bus logistical plan (time, distance, seating capacity). Our aim is to be able to
15. service the major roads in most of the local areas/suburbs.
16. The College understands parents' concerns and the desire for convenience with regard to their child/ren's access to a bus. However, due to the limited time to cover such a large area, it may not be possible to meet your

preferred pickup / drop-off location.

13. If you do not require a scheduled daily pickup of your child/ren, it is important that you contact the office on 4708 9800.
14. If requesting any small or short-term adjustments to normal bus arrangements, a signed Application for Student Bus Transport form is to be presented to the Office, at least 3 days prior to give appropriate time for a response.
15. Any longer-term changes to location details on the Application for Student Bus Transport will need to be renegotiated with the College.
16. The bus will always try to remain in a consistent/regular time frame each day, to assist all families using the bus. If the bus will be very late to the Pick-up/Drop-off location, the College or driver will contact you on the phone numbers that have been provided on the application form. (Our road network is getting busier every day.)
17. As a growing College, we are only able to provide limited bus seating capacity. In the event of the bus reaching full seating capacity, preference will be first given to Annual passes, then Term passes.
18. In the afternoon, if the parent/carer is not at the designated bus drop-off location, the bus will continue and complete the total route. At the completion, your child will be delivered back to the College. You will need to collect your child/ren from the College.
19. The College will comply with all NSW Transport legislation for breaches of bus student conduct and the resultant consequences.



Student Bus Rules and Responsibilities

At some point in their enrolment, all students at The Lakes Christian College will require the use of the Bus Service to travel to and from school or travel to and from school-related activities (including excursions and sporting events). TLCC has put the following Rules and Responsibilities in place to ensure this service remains a safe and enjoyable experience for everyone involved.

Student Bus Rules:

1. Wait in a safe and organised manner. Enter and exit the bus in a quiet, polite, and safe manner.
2. ALL school rules also apply on the bus, including remaining in school uniform with shoes on.
3. Avoid any actions, noises, or words that could distract the Driver. Be respectful and use quiet voices.
4. For your own safety, remain sitting facing the front with your back against the seat (no turning around). Seatbelts must be worn correctly – firmly fitted across the lap when using a lap belt or a firm fit across the body for a sash belt. Do not move from your seat. Should you wish to move, ask the Bus Driver for permission.
5. Keep everything inside the bus. Nothing should be placed through or outside the windows.
6. Show respect: care for others and their property. Keep hands, feet, and other objects to yourself. No verbal put-downs, teasing, name calling or swearing. No crude or offensive behaviour. Do not put your feet on your seat or the back of the seat in front of you.
7. If you see any inappropriate behaviour of another student on the bus or feel you are being harassed or under threat, please report it to the Bus Driver immediately so they can address the situation. In an emergency, you can go to the front of the bus for help at any time once the bus is stationary.
8. The use of image capturing and voice recording devices such as cameras, voice recorders, and video recorders (including those on mobile phones and iPods, etc.) are not permitted.
9. Limited use of devices is permitted on the bus – this includes gaming consoles, laptops, and music devices. All school policies regarding these items still apply on the bus and include the following restrictions:
 - all devices must be used either on silent mode or with earphones.
 - Students are responsible for the safety and care of their own electronic devices.
 - To ensure the safety of all students, texting, emailing, and accessing social networking sites (such as Facebook, Snap Chat, Twitter, Instagram, etc.) are not permitted.
 - Students are only permitted to make a phone call on their mobile phones if permission is first granted from the Bus Driver.
 - Devices are for personal use only and are not to be shared.
10. No eating on the bus, including lollies or gum. Water bottles with caps are permitted.

11. Sporting equipment should be left at the front of the bus or as the driver directs.
12. All belongings should be stored under the seat or on an empty seat next to the student.

Please remember, that the bus aisle is also an emergency exit and cannot be blocked.

13. All rubbish is to be taken with the student and disposed of appropriately when the bus arrives at its location.

Parents and Caregivers of enrolled students undertake to:

- Actively support the College by discussing and promoting the Student Bus Rules and the Government “Code of Conduct for Students Travelling on Buses” with their student/s.
- Acknowledge that the student’s access to the bus is dependent on good behaviour.
- Communicate any custodial issues to the Office as soon as possible.
- For Primary students only: ensure there is ALWAYS an adult supervising the student while waiting for the bus to arrive and waiting to collect the student at their drop-off location. Students in Primary cannot be permitted to get off the bus without an adult present. Names of these adults should be communicated to the Office and listed on the student’s profile as Emergency Contacts.
- For High School students only: give written permission for the High School student to be dropped off at the agreed location without supervision.
- Communicate any additional needs relating to bus travel to the Office.

Enrolled students undertake to:

- Be aware of, understand, and follow the Student Bus Rules.
- Remember that your place on the bus depends on your behaviour. All students should have a pleasant experience while using the bus service.
- To show your appreciation, please greet the bus driver on entry and thank the Bus Driver upon leaving.

Bus Drivers undertake to:

- Safely drive students between school and their home, or school and the school-related activity.
- Have complete authority over the bus and students on board.
- Report unsafe or inappropriate behaviour to the Bus Coordinator and Principal.
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Adjustments to Bus Requirements

If you need to adjust your student’s pick up or drop off days and locations, please email the Office.

✉ office@thelakescc.nsw.edu.au

Bus Absences

AM Bus Run: Please SMS your bus driver before 6:30am to notify of morning absences. *You will receive your driver’s mobile number once your Bus Application Form is processed.*

PM Bus Run: Please call or email the Office before 2:00pm to notify us of afternoon absences.



✉ office@thelakescc.nsw.edu.au

02 4708 9800

Questions or Bus Service Enquiries

If you have any questions or would like to make an enquiry about the TLCC Bus Service, please call or email the Office.



✉ bus@thelakescc.nsw.edu.au

02 4708 9800

Unacceptable or dangerous behaviour may result in loss of travel privileges for a period of time.

Parents will be informed of any misconduct and students may incur further disciplinary action under the College Discipline Guidelines. Serious breaches of any of the above rules may result in students being banned from travelling on College buses.

Students are to remember that their place on the bus depends upon their behaviour. Unacceptable student behaviour places at risk the safety of **all** travelling on the bus.

The safety of our College students and staff is of the highest priority to us. Every school day throughout the year, a significant number of our students travel on buses either on sports or excursion trips, or morning and afternoon bus transport to and from the College. On the buses, the bus monitor and/or driver is the person in charge. They have the authority of the College to promote and maintain a safe travelling environment for all travelling.

To help build a spirit of co-operation and to help students to enjoy and be safe in their school bus travelling, we aim to ensure discipline and other organisational matters are clear, consistent, and fair. Therefore, staff and families should help the students understand what the *“Code of Conduct for School Bus Travel”* is about.