

# Application for Student Bus Transport 2024

Refer to all the documents in this application pack before completing this application.

<b>Family Name:</b>	Date of Application:
Child's Name:	Grade:
Child's Name:	Grade:
Child's Name:	Grade:
Child's Name:	Grade:

Parent's Name:	Contact Number:
Email address:	

### EMERGENCY CONTACT

<b>NAME:</b>	<b>NUMBER:</b>
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### TRANSPORT REQUIREMENTS

Preferred pick-up location:	Preferred drop-off location:
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#### Days Required:

Monday	AM PM
Tuesday	AM PM
Wednesday	AM PM
Thursday	AM PM
Friday	AM PM

#### Bus Travel Required:

Annual

Term

**Commencement Date:** \_\_\_\_\_

**FOR PREP- YR 6 STUDENTS:** It is a condition of travel on the TLCC Bus that an adult is to be waiting at the pick-up/drop-off location to drop-off and collect your child/ren. Please write the nominated adults in the space provided:

<b>ADULT 1-</b> Full Name:	Relation to Student:
<b>ADULT 2-</b> Full Name:	Relation to Student:
<b>ADULT 3-</b> Full Name:	Relation to Student:

**Note: If the adult waiting is not one of the above listed, your child/ren will not be allowed off the bus unless TLCC office staff have been previously advised.**

Does your child/ren have any behavioural issues related to bus travel? **Yes / No**

Has your child/ren been refused or suspended from any 'bus transport' previously? **Yes / No**

Is there any medical information, relevant to your bus travel application? **Yes / No**

If you have answered **Yes** to any of the above, please provide additional information: \_\_\_\_\_

# Application for Student Bus Transport

## Agreement and Procedure



### AGREEMENT:

Subject to acceptance of this application:

1. I agree with the **'Terms & Conditions of College Bus Travel'** and **'Bus Rules for Student Travel'**; attached to this document.
2. I have read the Department of NSW Transport **'Code of Conduct for School Children Travelling on Buses'**; which can be accessed via <https://transportnsw.info/student-code-conduct> and I acknowledge and support the College's requirement to implement and uphold these guidelines.
3. I will teach, discuss, and promote safe bus travel with my child/ren.
4. I understand that unacceptable and/or unsafe behaviour from my child, as outlined in the above documents, may result in my child being suspended from bus use.
5. I give permission for my child/ren to travel on the College bus to and from the negotiated pick-up and drop-off points.
6. I understand if my child/ren is/are in classes from Prep to Year 6 at the College that one of the nominated adults listed on page 1 must remain with my child/ren at the pick-up location in the morning until the bus arrives and must be present and waiting at the drop-off location in the afternoon, unless otherwise stipulated in writing to the college.
7. I will submit a new **Application for Student Bus Transport** form to the Office at least **1 week** before any permanent changes to pick-up or drop-off locations are required. (Application does not guarantee route changes will be possible.) All changes must be confirmed with administrative staff, **not with Bus Drivers**.
8. I understand that a refund or credit is not available for Annual and Term travel options.
9. I understand that the **Annual Travel** options require completion of a Direct Debit/Credit Card Request & Authority form for payment unless payment is made in full in the first week of Term 1 2024.
10. I understand that all fees must be paid by 1/12/2024.

I acknowledge and will abide by the above agreement.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***Entitlement to a position on a TLCC bus is dependent upon bus fees being paid in a timely manner and will be reviewed each term.***

### PROCEDURE FROM HERE:

1. Return the application form to Reception or email to [office@thelakescc.nsw.edu.au](mailto:office@thelakescc.nsw.edu.au).
2. The College will process the application and contact you to discuss the application and outline the possibilities for your inclusion into the current bus system. (Refer to Terms & Conditions.)
3. When verbal agreement is reached the College will inform you of suggested pick-up/drop-off points and times, bus number, driver, and bus phone number.
4. You will be invoiced the appropriate amount.

## Application 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. Invoices will be sent at the beginning of the year or at the date of commencement. Full payment must be made by 01/12/2024.

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. Families using the **Annual Travel** options will need to complete a Direct Debit/Credit Card Request &

Authority form for payment unless payment is made in full in the first week of Term 1, 2024.

#### Annual

Gives access to both morning and afternoon bus travel for the entire 2024 school year. A direct Debit/Credit Card payment Request & Authority form need to be completed for this option.

#### Annual - One Way

This pass will give access to either morning *or* afternoon bus travel, for the entire 2024 school year. A direct Debit/Credit Card payment Request & Authority form need to be completed for this option.

#### 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.

#### 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.*

Two Way Travel			One Way Travel		
	Annual	Term		Annual	Term
1 Student	\$ 1,179.15	\$ 295.05	1 Student	\$ 765.45	\$ 192.15
2 Students	\$ 2,013.90	\$ 504.00	2 Students	\$ 1,276.80	\$ 320.25
3 Students	\$ 2,733.15	\$ 684.60	3 Students	\$ 1,703.10	\$ 427.35
Additional	\$ 697.20	\$ 174.30	Additional	\$ 447.30	\$ 113.40

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 2024 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.
4. All bus invoices for 2024 must be paid in full by 1/12/2024.
5. 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.

### BUS BEHAVIOUR & CONDUCT

6. 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.
7. 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.
8. **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

9. The morning bus student pickups 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.
10. 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 service the major roads in most of the local areas/suburbs.
11. 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.
12. If you do not require a scheduled daily pickup of your child/ren, it

is important that you contact the office on 4708 9800.

13. 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.
14. Any longer-term changes to location details on the Application for Student Bus Transport will need to be renegotiated with the College.
15. 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.)
16. 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.**
17. 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.
18. The College will comply with all NSW Transport legislation for breaches of bus student conduct and the resultant consequences.

## Application for Student Bus Transport

### *Bus Rules for Student Travel*

1. Follow the bus driver/monitor's safety instructions without argument and show respect for their authority.
2. No eating or drinking on the bus. (Water bottles are allowed when necessary.)
3. No swearing or using offensive language/talk will be tolerated on the bus.
4. Always treat other students and their possessions with care and respect. Keep your hands, feet and all your belongings to yourself.
5. Place school bags under seats or at your feet where possible.
6. No verbal or physical bullying or harassing of other students will be tolerated. This includes verbal put-downs, teasing, unfriendly gestures, name-calling, etc.
7. No inappropriate touching or hugging other students on the bus.
8. When boarding or exiting the bus, do so in a quiet, safe, polite, and organised manner. No pushing or shoving.
9. Remain in your bus seat, facing the front with your back against the seat.
10. Where a seatbelt is provided, always keep it on until the bus has stopped, and you are to exit the bus.
11. Speak quietly at all times. Do not distract the driver with any of your actions or excessive talk/noise. Do not call or yell out the windows.
12. When directed by the driver/monitor, change to another seat immediately, without arguing. If the driver/monitor is suspicious of a particularly close seating arrangement, especially between a male and female student. He may require seating changes.
13. Mobile phone use is limited to listening to music through headphones ONLY. Camera use, sharing of social media, making calls and electronic games are strictly prohibited on the bus. Leave them in your bag. Request permission from the driver, at the next scheduled stop if you need to use your phone. Return the device to your bag immediately after the call/text.
14. Do not stand or move around the bus while it is moving. Stay seated until the bus has stopped at your stop and the passenger door has been opened.
15. Do not throw anything inside or out of the bus. Nothing should be placed through or outside the windows (including spitting, objects, arms, waving, etc).
16. Wait in a safe and orderly manner for the bus. Leave the bus stop in a safe way, staying on footpaths and following all road safety rules. Never cross the road in front of the bus. Use crossings or traffic lights to cross-roads where available.
17. Full school uniform is to be worn correctly at all times on the bus.

**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.