2017 SCHOOL BUS POLICY

A. Student Behaviour

Students are expected to exercise the highest standard of courtesy and behaviour while using the school bus service for reasons of safety and well being of all passengers and the driver.

(i) Students must remain seated at all times during transit and wear their seat belts when available.

(ii) No part of a student’s body or belongings is to protrude from the window of the bus at anytime.

(iii) No objects are to be thrown in or from the bus at any time.

(iv) Noise levels from students are always to be of a safe and acceptable level. Shouting is never permitted.

(v) Students must respect bus property. A student who wilfully causes damage to the bus will be responsible for the cost of repair for the damage they caused.

(vi) No student may call out or signal to any person outside the bus at any time.

(vii) Any student, who bullies or intimidates another bus user, will automatically be excluded from travelling on the School Bus for a period determined by the school.

Students using the School Bus Service are still bound by the School rules and regulations.

Any student failing to observe the school’s code of behaviour as stipulated in this policy will forfeit the use of the bus service.

B. Application & Offer of Placement on School Bus

1. Application:

1.1 Applications for the School Bus Service must be made on the School’s official Application Form. This must be by a parent or guardian of the student(s).

1.2 Applications for the use of the school bus service must be forwarded each year.

1.3 While an application is a pre-requisite to use the School Bus Service, it is not a guarantee that this service will be offered and the School reserves the right to offer a place to any applicant irrespective of their date of application.

1.4 Applications must be received by the due date prescribed.

2. Acceptance:

2.2 The offer of a place on the School Bus will be made only after the Application Form has been reviewed.

2.3 Confirmation of a placement on the school bus service is conditional upon the payment of the equivalent of half the annual bus fee in advance. (You will be notified by the school of the due payment date).

2.4 The school will formally notify you in writing on the status of your application and of all other relevant details relating to the application.
Bus Fee Schedule & Payment

1. Full-time Student: (GST inclusive) $3,100 p/a
   
   Payment No 1. $1,550
   Payment No 2. $1,550
   
   Sibling Discount: 10% discount applies to the second child
                     30% discount for the third and subsequent siblings

Families using the School Bus Service will receive a Tax Invoice from the School.

* School Bus Fees are published with the Annual Tuition fees in advance, however they may be subject to revision during the year.

2. Part-Time Students:

   • Students who utilize the School Bus Service less than full-time but no less than the equivalent of .5 full-time will pay bus fees on a pro-rata basis.
   • Students who utilize the School Bus Service less than .5 full-time equivalent will pay bus fees at a rate of $9.90 (incl. GST) per single trip.

3. Payment Dates:

   Payment No 1: due by Friday 7th February 2017
   Payment No 2: due by Friday 5th May 2017

D. Terms and Conditions

(i) If payment is not received by the due date and the School does not receive an acceptable explanation, then the School reserves the right to exclude your child (ren) from using this service.

(ii) Students admitted to the School Bus Service during the School Term, will be charged the bus fees on a pro-rata basis.

(iii) No refund of Bus Fees paid for a term nor any waiving of bus fees outstanding will be made if a student is withdrawn from the School during a term or is absent from School for any reason (holidays, overseas travel).

(NOTE: VCE students are required to pay a full Term 4 bus fees, although they finish school at an earlier date).

(iv) Withdrawal of a student from the school bus service requires one full term’s notice writing to the School Business Manager of the intended removal. Failure to comply will incur a Term’s bus fees.

(v) Student use of the bus service cannot be reduced during a term without the school receiving proper notification in writing of this prior to the commencement of the term. Failure to comply with this requirement will incur a fee equivalent to a term’s bus fees.

(vi) No student will be permitted to use the School Bus Service while any part of the bus fees for the previous term is outstanding.

(vii) If a student is withdrawn from the school, at the instigation of the School, the parent/s or guardian/s are liable to pay the full term’s bus fees.

(viii) Full bus fees are still payable for the duration of a student’s absence eg. Holidays overseas.

(ix) The School’s Governing Body - The School Council - has the authority to take such action as is deemed necessary to recover unpaid Bus Fees, including recovery costs.

(x) The School cannot guarantee the continuation of the Bus Service if a family changes address.
2017 SCHOOL BUS APPLICATION FORM

STUDENT DETAILS:

First Name: ___________________ Family Name: : ___________________ Year: _______________

First Name: ___________________ Family Name: : ___________________ Year: _______________

First Name: ___________________ Family Name: : ___________________ Year: _______________

First Name: ___________________ Family Name: : ___________________ Year: _______________

FAMILY DETAILS:

Mother/Guardian Name: __________________________ Mobile: ___________ Work/Home: _______________

Father/Guardian Name: ___________________________ Mobile: ___________ Work/Home: _______________

Home Address: ___________________________________________________________ Postcode: ___________

BUS SERVICE: Requirements and Details

Please indicate the bus service you require by ticking the appropriate boxes.

☐ Full Time (this includes every morning and every afternoon)

☐ Part Time:

Morning

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Afternoon ☐ ☐ ☐ ☐ ☐

PICK-UP & DROP OFF ADDRESS (If same as home address, please write ‘as above’)

Address Pick Up Point: _____________________________________________ Time: _______ Mel Ref. _______

Address Drop Off Point: _____________________________________________ Time: _______ Mel Ref. _______

IMPORTANT – Please note:

▪ The School will notify you to confirm the status of your application.

▪ It should NOT be presumed that your application will be automatically granted or that pick up addresses will be approved.

DECLARATION:

I / We the undersigned have applied for my child/ren to utilise the School Bus Service.

I / We confirm that I / we have read the School Bus Policy Terms and Conditions.

By signing below, I / we undertake and agree to accept and be bound by these terms and conditions.

Mother/Guardian Name: _____________________________ ___________________ Date: _______________________

Father/Guardian Name: _____________________________ ___________________ Date: _______________________