

Year		Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED
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APPLICANT DETAILS					
RESIDENTIAL ADDRESS					
Unit #		Street #		Address	
Town/Suburb				State	Postcode
Exact distance (in km) by the shortest practicable route			Home to school	km	Home to bus stop
				km	
POSTAL ADDRESS					
Unit/Street/PO Box #				Postal Address	
Town/Suburb				State	Postcode
PARENT/GUARDIAN DETAILS					
First Name				Surname	Telephone
First Name				Surname	Telephone
Email					
Emergency contacts	1.		Relationship		Telephone
	2.		Relationship		Telephone

TRAVELLER DETAILS									
Student one									
First Name				Surname				Date of birth	
Travel start date				School enrolled				Year level at time of travel	
Any medical problems or requirements the driver should be notified of? If yes, please provide details.									
Which days do you intend to use this service? (please use X to highlight)									
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
Student two									
First Name				Surname				Date of birth	
Travel start date				School enrolled				Year level at time of travel	
Any medical problems or requirements the driver should be notified of? If yes, please provide details.									
Which days do you intend to use this service? (please use X to highlight)									
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
Student three									
First Name				Surname				Date of birth	
Travel start date				School enrolled				Year level at time of travel	
Any medical problems or requirements the driver should be notified of? If yes, please provide details.									
Which days do you intend to use this service? (please use X to highlight)									
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>

**OFFICE USE ONLY**

Date Form Submitted		Received By		
Date Form completed		Parent/Guardian signed?		Eligibility assessed - Y/N?
Waitlisted - Y/N?		Student(s) signed?		Application (s) Approved/Declined
Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy.				
Student one				
Student two				
Student three				
Eligibility Status (Eligible = E, Not Eligible = NE, Exemption Granted = EG or Fare Payer = FP and Fare Amount e.g. FP at \$120 per term, \$480 per year)				
Student one				
Student two				
Student three				
Fare Payment required –Y/N?		Has Parent/Guardian been invoiced? Y/N		Date
Fares collected – Y/N?		Has Parent been notified in writing of travel status?		Date

**BUS SERVICE DETAILS**

<b>AM Bus Service (s)</b>				
Bus route allocated		Bus operator		
Interchange details -if req.		Bus operator		
Pick-up bus stop location		Pick up time		
Drop off bus stop location		Drop off time		
Seat number allocated		Bus roll updated		
<b>Comments:</b>				
<b>PM Bus Service (s)</b>				
Bus route allocated		Bus operator		
Interchange details -if req.		Bus operator		
Pick-up bus stop location		Pick up time		
Drop off bus stop location		Drop off time		
Seat number allocated		Bus roll updated		
<b>Comments:</b>				

**OFFICE USE ONLY**

School Bus Coordinator Name (please print): \_\_\_\_\_

School Signature – Coordinating Principal / Delegate signature: \_\_\_\_\_

Date \_\_\_\_\_

## Conditions of Travel

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

### To ensure safe travel on school buses, students must agree to the following:

- Not to 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 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 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.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

### 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 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
- 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:

- The driver will stop the bus.
- The student's name and full details of the breach will be recorded.
- The student will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.
- 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 coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

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

### Responsibilities of parents/guardians

- 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.
- Supervision is not provided at roadside stops. Parents/guardians are responsible for their children upon disembarking the afternoon service.
- Parents waiting for 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 consequences will follow a breach of these conditions.
- It is understood that bus travel is provided and accepted on these conditions.

**PARENT/GUARDIAN TO COMPLETE:**

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 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 deliberate act of my child(ren).
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.
5. I will notify the principal in writing should my child(ren) no longer require transport assistance.

I accept the authority of the coordinating 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/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT (S) TO COMPLETE:**

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

Student	Student one	Student two	Student three
<b>Print Name</b>			
<b>Signature</b>			
<b>Date</b>			