Bus Transport Information Pack

Thank you for your enquiry regarding morning and afternoon bus travel for your child/ren at Groves Christian College. We have this Bus Travel Information Pack to assist you with your ‘Student Bus Transport Application’, should you choose to continue. Any questions please do not hesitate to contact our Administration Reception.

Included in this information pack is:

- Groves Christian College - Student Bus Transport Fee Schedule
- Groves Christian College - Terms and Conditions for Student Bus Travel
- Groves Christian College - Application for Student Bus Transport - 2016
- Groves Christian College - Student Bus Rules
- Queensland Transport Brochure – Code of Conduct for School Bus Travel

**Student Bus Travel Application Procedure**

1. Complete and return the *Application for Student Bus Transport – 2016 including a signed Student Bus Rules* form acknowledging acceptance of the rules set down by the College and having read the ‘Code of Conduct for Students Travelling on School Buses’.

2. The Bus Department will process your request and contact you to discuss details of your application and provide you with the closest options that are available to service your transport request.

3. When the application has been processed, a ‘Bus Transport Agreement’ document will be confirmed. This will include:

   - a copy of your application
   - a copy of the signed Student Bus Rules Agreement
   - a copy of the Transport Agreement detailing all student transport details
   - a confirmation of agreed arrangements for Bus Fee payments.
Student Bus Transport Fees - 2016

The College offers two (2) transport options for those families using our bus service.

1. **Full Time Bus Travel** (both ways on same bus run) - transport to and from College every day for the year.

2. **One Way Bus Travel** - One way transport to the College or from the College, 5 days per week for the year.

<table>
<thead>
<tr>
<th>Child/ren</th>
<th>Zone 1</th>
<th>Zone 2</th>
<th>Zone 1</th>
<th>Zone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Child</td>
<td>$ 1560</td>
<td>$ 2050</td>
<td>$ 1,090</td>
<td>$ 1,440</td>
</tr>
<tr>
<td>2 Children from same family</td>
<td>$ 2,440</td>
<td>$ 2,960</td>
<td>$ 1,700</td>
<td>$ 2,080</td>
</tr>
<tr>
<td>3 Children from same family</td>
<td>$ 2,810</td>
<td>$ 3,440</td>
<td>$ 1,950</td>
<td>$ 2,440</td>
</tr>
<tr>
<td>4 Children from same family</td>
<td>$ 3,230</td>
<td>$ 3,900</td>
<td>$ 2,240</td>
<td>$ 2,760</td>
</tr>
</tbody>
</table>

*Methods of Bus Transport Payment*

1. Added into fortnightly Direct Debit payments with School Fees.

** Note: A 5% discount of the full annual bus payment will be applied for fees paid before Friday February 5, 2016.
Terms and Conditions for School Bus Travel

Groves Christian College owns and operates a School Bus Service for our enrolled students. We are governed in all our operations by the Queensland Government Transport Department and its “Public Transport” Legislations and Regulations.

Please take the time to read carefully the ‘Terms & Conditions’ to which you agree with when you sign the Bus Application for student travel on our College buses.

- This bus application is only valid until the end of the current school year, or upon your request to stop/terminate the bus arrangements and payment. You are required to reapply at the end of current year for student bus travel in the following year, as each year bus runs change.
- All bus runs are structured in such a way that your child may be picked up any time after 7 am and dropped home before 5 pm. After the bus arrangements have been made, the College reserves the right to make changes to any existing bus arrangements (times, location & bus run) after 7 days’ notice.

Locations for Student bus access

- All bus routes, directions, times and seating capacity are set at the beginning of each year by the bus department. The College is unable to offer or guarantee every family a door to door bus service. We are a growing school with increasing numbers of families requesting access to our bus service network. Due to this demand, we are progressing with plans to increase the seating capacity on our runs by upgrading the size of buses. The larger buses are not as manoeuvrable in narrow streets as the smaller buses, therefore we are designing our bus runs to stay on the wider streets in our suburbs.
- These new designated locations will be known as a ‘HP’ or Hub Point. These are designated pick up and drop off points on our set bus routes. At these designated ‘HP’ bus locations parents/guardians will be able to meet our buses at designated times to put their children on the bus and meet the bus in the afternoon to take their children from the bus.
- The HP (Hub Point) concept was put into operation from 2014 and will continue. Not all bus runs will have them initially, as our transition plan will take the next couple of years to change over.

College Buses

- The College operates regular daily scheduled bus runs to provide an extensive coverage of many local suburbs in Logan, and some southern areas of Brisbane. Our fleet includes mid-size and smaller coaster size buses. Our bus fleet is mechanically maintained and serviced and operates in compliance with Queensland Passenger Transport Regulation and Conditions.
- The bus service is available for students from Prep – Year 12. If your child requires any booster seat or extra belt harness you will need to provide it to the Bus Dept.
- A limited free student bus transfer operates to and from Kingston Railway Station for students using the railway network.

**Bus Transport Costs - for 2016**

- Please refer to ‘Student Bus Transport Fees - 2016’ in the Application pack.

**Process for Application for Student Bus Transport**

1. Submit completed Bus Transport Application to the Admin Reception or email to bus@groves.qld.edu.au.
2. The completed bus transport Application Form will be processed within 7 days.
3. The parent /carer applicant will be contacted to offer them their closest efficient solution to accommodate your request within our designated bus network.
4. Upon acceptance of Bus Transport offer, you will then need to contact the College Accounts Department to organise payment.
5. The Bus Department will then confirm to you in writing: all details including (name/s of student/s travelling, AM pickup & PM drop off locations, times and frequency of use, commencement date).
6. Should the College be unable to offer you a bus seat immediately due to high demand on that run, we will place your application on a priority student bus waiting list.

**Multiple destinations or pickup locations**

- A purchase of one seat on one bus allows you to access AM and PM to one pick up and drop off location, it does not give access to multiple destinations on any other bus run.
- Should you require an additional seat on another bus run, the following conditions will apply:
  - Seat availability on the second bus run
  - No guarantee on second seat for all of 2016
  - Additional administrative costs will apply

**Changes or Cancellations to existing bus transport arrangements**

- The buses are scheduled to remain in a regular time frame every day, to assist all families using the bus. We will contact you, if your child/children will be more than 20 minutes late to their scheduled drop off location.
- Any requests for permanent changes to the existing travel arrangements will need to be submitted as a new bus application to the College and be processed as per a new application process.
- If student not travelling on that morning AM run, you can leave a message with the driver via SMS or leave a message on the driver’s mobile phone.
Any **non-permanent** (one-off) requests for a change to a student’s existing bus arrangements are to be made 24 hrs prior to allow College time to process and confirm if the request can be granted.

Contact College during the day to inform or request any changes to PM drop off arrangements.

Students are not permitted to request a change or adjustment to existing bus travel arrangements, parent/guardians must make a request in writing to the admin reception or email bus@groves.qld.edu.au.

Bus seat allocation and billing will remain current until student bus transport has been officially **cancelled in writing** by contacting Admin Reception desk or email bus@groves.qld.edu.au.

Should you change your address and therefore your bus pick up or drop off arrangements, you will be required to submit a new completed Bus Transport Application Form to the Admin Reception desk or email bus@groves.qld.edu.au

**Parental responsibility**

- Have your child ready to board the bus at the arranged time every day.
- Have a responsible adult or older sibling to accompany the student to the bus stop from which the student commences the journey to school and remain until the student boards the bus. If student is late to their stop, the driver will continue on the scheduled run to College. We are unable to put at risk other students waiting on the road for their scheduled pickup.
- Have a responsible adult or older sibling to be at the bus stop at which the student ends the journey from school to meet and collect the student.
  
  *Note:* If a parent/carer is not at the designated bus drop off location and the driver is unable to make contact with the parent/carer, the driver will complete the bus run and return the student to Groves Christian College Main Campus, where the College Child Protection Officers will care for the student, until arrangements have made.

- Support the College by discussing and promoting with your child, the ‘College Bus Rules’ and the ‘Rights and Responsibilities of Bus Students’, which is outlined in the ‘Code of Conduct for Students travelling on Buses’.
- If your child will not be requiring their normal bus travel on a particular day, please contact the Bus Department to give prior notice or text the driver via the mobile phone.
- Advise the school immediately of any changes to regular bus requirements (e.g. change of address/ change of frequency of bus travel) – via the Bus Transport Application Form.
- Should your child not present to the bus for the PM run, we will contact you as a courtesy to advise you that your child did not travel as per our arrangements for that day. Please advise College reception or email bus@groves.qld.edu.au of any changes as this will save us this courtesy call.
- Advise the school if you have any concerns or wish to report any incidents relating to your child’s travel on the school bus.
- Temporarily or permanent refusal of travel will occur only after consultation has taken place between the student, Head of College/ Head of School, parent/carer and Bus Manager.

Terms and Conditions for School Bus Travel
Last Revised October 2015
Special considerations for Junior Primary Students (including Prep)

- Before your child will be permitted to travel on College buses, you must have satisfied the College that he/she is capable of travelling by bus and complying with the 'Conditions of Travel'.
- The child must be capable of travelling as a bus passenger without assistance from the driver, including being able to get on and off the bus, get from the bus drop-off location to their classroom and, if required, change buses.
- The student must be fully toilet-trained.
- A younger student must be accompanied by a responsible person when accessing bus travel.

Conditions of Travel

- The student must obey 'College Bus Rules' and the Q T 'Code of Conduct for students travelling on school buses' and the directions of the driver.
- Parents/carers must notify the College of any changes to their child’s usual school or travel schedules or their pick-up/drop-off arrangements.
- Bus fees are paid in advance.

Medical Conditions

- Our bus service may require certain students depending on their location to travel for than an hour during the morning or afternoon service.
- Indicate on the Bus Application whether your child has any medical issues relating to travelling in a bus.
- The driver’s primary role is to drive the bus. Drivers also try to ensure that students have a pleasant experience whilst travelling on the bus. Should the student require any medical treatment during transportation, please note: - bus drivers are not first aid trained and they will call an ambulance if required. Please ensure the College is aware of any medical concerns that may affect your child during bus travel.

Student Bus Travel may be suspended or withdrawn if:

- A student or parent/carer does not comply with the College, ‘Terms & Conditions of Bus Travel’ or the ‘Code of Conduct for Students Travelling on School Buses’.
- The student is persistently disruptive to other passengers, the bus driver or other staff.
- A student is suspended from bus travel, a new ‘Application for College Bus Transport’ will need to be submitted.
- Circumstances exist which make it unsafe or impractical for the student to continue to travel on the bus.
- The student behaves in a way that endangers the safety of other passengers or causes malicious damage.
- The parent/carer regularly fails to deliver the student to, or collect the student from the bus location.
- The student requires any ongoing medical treatment which may affect the overall bus service.
- The parent/carer fails to advise the bus driver or office when the student is not travelling.

**Student Behaviour on buses**

- The College as an operator of a Public Transport service is obligated to abide by the Queensland Government Legislation regarding “Code of Conduct for School Students Travelling on Buses”. In our ‘Bus Travel Information Pack’, you would have received a ‘Code of Conduct...’ brochure to discuss with your child also a copy of the College Bus Rules. Should your child/ren breach these rules we will contact you for assistance to remedy the inappropriate behaviour. If the behaviour breaches continue, we will follow the steps outlined in the “Code of Conduct for School Students Travelling on Buses”. 

Terms and Conditions for School Bus Travel
Last Revised October 2015
Application for Student Bus Travel - 2016

**Family Details**
Name of person completing application: ___________________ Relationship to student: ___________

Home Address: ____________________________________________

Email Address: ___________________________________________ Mobile Phone: __________________

**Names of Student/s requesting transport**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Medical Information</th>
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<tr>
<td>___________</td>
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Transport Bus Travel is requested for: ☐ Full Time ☐ AM (One Way only) ☐ PM (One Way only)

Request for AM bus access point closest to this location: __________________________

Request for PM bus access point closest to this location: __________________________

(If different locations refer to Terms & Conditions)

Proposed date for bus transport to commence: __________________

Any further information: ____________________________________________________________

**Additional Contact Details**

Contact 1 – Name ___________________ Phone No. ________________ Relationship __________________

Contact 2 - Name ________________ Phone No. ________________ Relationship ________________

**Complete following**

☐ I will actively support the College by discussing and encouraging/implementing with my child/ren the College Bus Rules and The Government ‘Code of Conduct for Students travelling on buses’ and acknowledge that my child’s access to bus is dependent on good behaviour. Yes/No

☐ Are there any custodial issues that the Bus Department should be aware of? Yes/No

☐ My child/ren can be dropped off at the agreed location without any supervision. Yes/No

☐ I have read & will comply with the ‘Terms and Conditions of Student Bus Transport’ Yes/No

**Please Indicate the Preferred Methods of Bus Transport Payment**

☐ Added into fortnightly Direct Debit payments with School Fees.

☐ Annual upfront payment before Friday, 5th February 2016.

Applicant’s Signature: __________________________ Date: __________

Office Use Only: Date and Time completed application was received: / / ________:
Student Bus Rules

_The Bus Driver’s job is to safely drive students between the school and their home, therefore the bus driver has complete authority over the Bus and all students on board._

_As a student using our buses, you are required to:_

1. Wait in a safe and organised manner. Enter and exit in a quiet, safe, polite and organised manner.
2. Avoid any action, noises or words that could distract the driver. Be respectful and use quiet voices.
3. For your own safety, remain sitting facing the front with your back against the seat (no turning around). Seat belts 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.
4. Keep everything inside the bus. Nothing should be placed through or outside the windows.
5. Show respect: Care for others and their property: Keep hands, feet and other objects to yourself. No put downs, teasing, name calling or swearing. No lewd behaviour. Do not put your feet on the seat or the back of the seat in front of you.
6. All School Rules apply on the bus including remaining in full school uniform with shoes on.
7. If you see any inappropriate behavior of another student on the bus or feel you are being harassed or under threat please report 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.
8. The use of image capturing and voice recording devices such as cameras, voice recorders and video including those components on mobile phones and iPod etc. are not permitted.
9. Gaming consoles, laptops and music devices are permitted to be used on the bus. All school policies in regard to these items still apply on the bus and include the following restrictions: All devices must be used either on silent mode or with earphones. The students are responsible for the safety and care of their own electronic device. To ensure the safety of students, accessing social network sites such as Facebook or texting and emailing are not permitted. Students are only permitted to make a phone call on their mobiles if permission is first granted from the Bus Driver. These devices are for personal use only and not for sharing.
10. No eating on the bus, including lollies or gum. Water bottles with caps are permitted only.
11. All sporting equipment, including balls, must be left at the front of the bus or as driver directs.
12. When departing the bus, please remove your rubbish.
13. Leave the bus stop in a safe manner, staying to footpaths and following all road safety. Never walk behind or in front of the bus.
14. Please contact the bus driver via text on his mobile in the morning should you not be travelling on the bus. Your parent/carer must contact Administration if there are any changes to your bus plans.
15. Remember that your place on the bus depends on your behaviour. Groves would like all our students to have a pleasant bus experience. To show your appreciation, please greet the bus driver on entry and thank the bus driver upon leaving.

_I have read and understood the bus rules._

Student’s name __________________________ Student’s signature ______________________

Parent/Carer’s signature ___________________________ Date ______________________
What is the Code of Conduct for School Students Travelling on Buses?

The Code outlines expected standards of primary, middle and secondary school student behaviour while travelling on buses so that bus travel can be safe and enjoyable for everyone. The Code provides clear processes for dealing with misconduct and outlines consequences for students who misbehave. The Code encourages all students to be safe and responsible passengers.

How can I be a safe and responsible passenger?

If you follow these guidelines for student expected behaviours you will be a safe and responsible passenger:

Students' role

To be a safe and responsible passenger.

Students' rights

• To be safe
• To be respected and treated fairly

Students' responsibilities

• To act safely and responsibly by:
  - following driver instructions
  - following the bus rules and the Code
  - respecting self and others
  - respecting own property and the property of others
  - communicating respectfully with others
  - accepting consequences for bus misconduct.

Students' expected behaviours

• Hail the bus and wait in an orderly manner.
• Respect other people and their property.
• Behave in a way that ensures a safe bus journey for all passengers by:
  - following bus rules
  - staying in the right place
  - behaving in a calm, non-aggressive way
  - keeping hands and feet to self
  - speaking politely
  - storing all objects safely
• Get off the bus in an orderly manner.
• Follow the driver's safety instructions.

Description of students' expected behaviours

Hail the bus and wait in an orderly manner

• Stand in a visible location or at a designated bus stop
• Stand well back from the edge of the road when waiting for the bus
• Hail the bus as it approaches
• Remain quiet and calm without pushing or shoving
• Be patient and wait until the bus comes to a complete stop before getting on
• Have bus pass, ticket, card or money ready
• When the bus stops, move quietly to the bus
Respect other people and their property
• Speak respectfully to the driver and other passengers.
• Respect other people’s belongings and personal space.
• Ask for permission before touching other people’s belongings.
• Keep hands, feet and belongings to self.
• Follow the driver’s directions.
• Follow the bus rules.
• Look after the bus and bus equipment by making sure students:
  - leave the bus and bus equipment tidy and undamaged
  - report any damage to the driver.

Behave in a way that ensures a safe and enjoyable bus journey for all passengers
• Show the driver bus pass, ticket or ID upon request.
• Pay the correct bus fare.
• Show care, courtesy and common sense while on the bus.
• Sit properly on the bus (if a seat is available) and make sure to:
  - place feet on the floor
  - keep hands and feet out of the aisle
  - face the front of the bus
  - wear a seatbelt at all times, if one is available
  - store belongings under the seat or in an appropriate luggage area
  - remain seated until the bus has come to a complete stop and the door is opened
  - keep entire body inside the bus.
• If required to stand:
  - remain in the area designated by the driver
  - face the front of the bus
  - hold the rail firmly.
• Avoid distracting the driver and remember to:
  - speak quietly
  - use calm voices and polite language
  - use headphones or mute options when using handheld computer games or electronic devices.
• Keep doors and aisles clear.

Get off the bus in an orderly manner
• Get off the bus at the designated stop.
• Press the stop button once to signal the intention to get off at the next bus stop or raise hand and say “next stop” to the driver.
• Begin to move to get off the bus when the bus has come to a complete stop and the door is opened.
• Gather belongings and leave the bus in a quiet, safe and orderly way.
• Remove headphones so that the traffic can be heard.
• Wait in a safe location until the bus has moved away before making a decision to cross the road.

• Cross the road safely
  - look to right, left, right again
  - make sure the roadway is clear
  - walk, don’t run.

In case of an emergency or a breakdown, follow the driver’s safety instructions
• Follow the driver’s instructions at all times.
• Wait until the bus stops before standing up to get off.
• Leave the bus in a quiet and orderly way.
• Wait in the area indicated by the driver.

What are the possible consequences for not following the Code?

Category 4: The behaviour is immediately life threatening
• Refused bus travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year).
• Permanent refused travel.

Category 3: The behaviour is dangerous/destructive and highly likely to cause immediate harm to property and others.
• Refused bus travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

Category 2: The behaviour is unsafe where there could be harm to property and others
• First Report – refused bus travel (maximum five school days).
• Repeat Report within 10 school weeks – refused bus travel (maximum 10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

Category 1: The behaviour is irresponsible but not likely to cause harm
• Report of single incident – written caution considered.
• Report of repeat of incidents in single journey – written caution and/or one to two days refused travel.
• First Repeat Report in 10 school weeks (repeat incidents across multiple journeys) – written caution and/or one to two days refused travel.
• Second Repeat Report in 10 school weeks – maximum five days refused travel and/or behaviour agreement for up to 10 school weeks.
• Third Repeat Report in 10 school weeks – maximum 10 days refused travel and/or behaviour agreement for up to 10 school weeks.

* In some circumstances an alternative consequence may be considered appropriate.