

Application for Student Bus Travel - 2018

Family Information			
Parent/Carer Surname		First Name/s	
Residential Address			
Contact Phone Number		Mobile Number	
Email			

Student Information				
Surname		First Name		Year
Surname		First Name		Year
Surname		First Name		Year
Surname		First Name		Year
Surname		First Name		Year

Details of Bus Transport Required									
								Please <input checked="" type="checkbox"/> days bus transport is required	
Full Time		Or	Selected Days						
	All Days		AM	Mon	Tue	Wed	Thu	Fri	PM
AM	<input type="checkbox"/>		AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>		PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: We do not provide a door-to-door service. Pick up or drop off will be at existing Bus Stops in your area, or safe locations at street corners

The College will endeavour to accommodate each request, however all applications are subject to availability and not guaranteed until approved by College Transport Services.

All permanent bookings require a completed and signed direct debit agreement.

Any additional travel, outside permanent bookings, will be at casual rates and will require the student/s having a Travel 10 Bus Pass which is to be purchased from the College Office.

Please indicate the preferred method of Bus Transport payment	
Payment arrangements to be received prior to bus travel commencing	
<input type="checkbox"/>	I have provided a direct debit agreement, attached, to cover the costs associated with this application.
<input type="checkbox"/>	I approve for the College to amend the amount on my current direct debit agreement to cover the costs associated with this application.
<input type="checkbox"/>	I will purchase a Travel 10 Bus Pass or Single Use Bus Pass, for casual travel as required

Please tick the following statements acknowledging your understanding and agreement	
<input type="checkbox"/>	I will actively support the College by discussing and encouraging/implementing with my child/children the College Bus Rules and the Queensland Government 'Code of Conduct for Students travelling on buses; and acknowledge that my child's access to bus travel is dependent on good behaviour.
<input type="checkbox"/>	Are there any custodial issues that the College should be aware of?
	<i>If ticked, please provide details</i>
<input type="checkbox"/>	Are there any medical issues that the College should be aware of?
	<i>If ticked, please provide details</i>
<input type="checkbox"/>	My child/children can be dropped off at the agreed location without any supervision. <i>Please note: The College has a duty of care to ensure that arrangements are in place for lower primary students (Prep to Year 3) to be collected at bus stop or escorted by older siblings/students. 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 Caloundra Christian College, where the College Child Protection Officers will care for the student, until arrangements have been made.</i>
<input type="checkbox"/>	I have read & will comply with the 'Terms and Conditions of Student Bus Transport'
<input type="checkbox"/>	I am aware that the buses are equipped with CCTV and that passengers may be recorded during each journey
<input type="checkbox"/>	I will be provided access to 'Student Tracker'. This allows 'live tracking' of bus location while your child/children are checked-in and travelling on College buses and ability to notify of absentee
	<i>Please provide email address</i>
<input type="checkbox"/>	Please enable 'check-in' and 'check-out' email notifications when my child/children are travelling on College buses - Optional
	<i>Please provide email address for check in/out notifications</i>

Applicant's signature	
Date	

Submit completed Bus Transport Application to the College office or email to general@calcc.qld.edu.au

College Office Use Only			
Application Acknowledged	<input type="checkbox"/>	Student Transport System - Updated	<input type="checkbox"/>
Bus Transport Agreement	<input type="checkbox"/>	Bus Run & Stop Locations Allocated	<input type="checkbox"/>
Billing Schedule Updated	<input type="checkbox"/>		
Notes:			

Student Bus Rules

The Bus Driver's role is to safely drive students between the College 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:

- Wait in a safe and organised manner. Enter and exit in a quiet, safe, polite and organised manner.
- Avoid any action, noises or words that could distract the driver. Be respectful and use quiet voices.
- 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 and sash belt a firm fit across the body. Do not move from your seat and remain seated until bus stops. Should you wish to move, ask the Bus Driver for permission.
- Keep everything inside the bus. Nothing should be placed through or outside the windows.
- 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.
- All College Rules apply on the bus including remaining in full school uniform with shoes on at all times.
- If you see any inappropriate behaviour 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, alert the bus driver.
- 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.
- Gaming consoles, laptops and music devices are permitted to be used on the bus. All College 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.
- No eating on the bus, including lollies or gum. Water bottles with caps are permitted only.
- All sporting equipment, including balls, must be left at the front of the bus, luggage compartment or as the driver directs.
- When departing the bus, please remove all your rubbish.
- Leave the bus stop in a safe manner, staying to footpaths and following all road safety. Never walk behind or in front of a stationary bus. Always wait until the bus has left unless directed by a bus driver or other Caloundra Christian College staff member.
- Regular travellers - your parent/carer must contact the College as early as possible should there be any changes to your bus travel plans.
- Remember that your place on the bus depends on your behaviour and your adherence to Student Bus Rules. Please show your respect and courtesy to the bus driver and fellow students at all times.



Student Bus Rules

- The buses are equipped with CCTV and passengers may be recorded during each journey. Footage may be used to determine appropriate discipline if the bus rules are disregarded.
- Students need to move promptly to their assigned bus in the afternoon to allow buses to leave the College by the scheduled departure time.
- Students wishing to change travel arrangements for example travelling to a friend's house, must provide written request from their parents/carer and allow sufficient time for this change to be approved and implemented.

I have read and understood the bus rules

Student Bus Rules Agreement	
Student Name	
Student Signature	
Parent/Guardian Signature	
Date	

Student Bus Rules Agreement	
Student Name	
Student Signature	
Parent/Guardian Signature	
Date	

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Student Name	
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Parent/Guardian Signature	
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