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## Bus Transport Information Pack - 2019

This Bus Travel Information Pack provides details relating to bus travel for your child/children at Caloundra Christian College and to assist with the 'Student Bus Travel Application'.

Arrangements for bus travel are for one year only. Should families wish to continue to access the bus service, a new application is required each year.

This information pack Includes:

- Student Bus Transport Fees 2019
- Terms and Conditions for School Bus Travel
- Code of Conduct for School Students Travelling on Buses  
(Queensland Government Department of Transport & Main Roads)
- Application for Student Bus Travel - 2019

### Student Bus Travel Application Procedure

Bus Applications lodged at the beginning of the year for travel to commence at the start of Term 1, must be completed and returned by **Friday, 4 January 2019**, after this date please lodge applications 7 days before travel is required.

1. Complete and return the Application for Student Bus Travel – 2019 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 College Transport Services will respond to your request within 7 days and contact you should further information be required.
3. A 'Bus Transport Agreement' will be provided, confirming student transport arrangements, including name/s of student/s travelling, Bus Run allocated, AM (Morning) pickup & PM (Afternoon) drop off locations, times and frequency of use. College Accounts team will establish payment arrangements.
4. Should the College be unable to offer your child/children a bus seat immediately due to high demand, we will place your application on a priority waiting list.

## Student Bus Transport Fees - 2019

The College offers four (4) transport options.

### 1. Full - Time Permanent Bus Travel

Both morning and afternoon travel, to and from College – every School day for the year.

#### Bus Fees Per Term\* (10 trips per week)

Student	Zone 1	Zone 2
1 Student	\$305.00	\$400.00
2 Students	\$515.00	\$620.00
3-4 Students	\$650.00	\$745.00

### 2. Part - Time Permanent Bus Travel

Either morning/ afternoon or a combination of both, travel to and from College – up to 9 trips per week.

#### Part Time Permanent Bus Fees Per Term\* (<10 trips per week)

Student	Zone 1	Zone 2
1 Student	\$39.00 per trip	\$49.00 per trip
2 Students	\$63.00 per trip	\$75.00 per trip
3-4 Students	\$80.00 per trip	\$85.00 per trip

### 3. Travel 10 Bus Pass

Regular Casual Travellers, either morning or afternoon. Pre-purchase of 10 trip bus pass

#### Travel 10 – Bus Pass (subject to availability, must CHECK prior to travel)

Student	Zone 1	Zone 2
1 Student	\$40.00	\$51.00
More than 1 Student	\$35.00 each	\$42.00 each

### 4. Single Use Bus Pass

One- off bus travellers. Pre-purchase single use bus pass

#### Single Use Bus Fee (subject to availability, must CHECK prior to travel)

Student	Zone 1	Zone 2
1 Student	\$4.20	\$5.60
More than 1 Student	\$3.60 per student	\$4.30 per student

**\*Permanent Term bookings only charged at these rates, any additional travel will be subject to availability and will require a bus pass to travel.**

## Terms and Conditions for School Bus Travel

Caloundra Christian College owns and operates a College Bus Service for our enrolled students, from Prep to Year 12. We are governed in all our transport operations by the Queensland Government Department of Transport and Main Road "Public Transport" Legislations and Regulations.

Please take the time to read carefully the 'Terms & Conditions' to which you must agree when you sign the Bus Application for student travel on Caloundra Christian 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 each year for students requiring bus travel in the following year, as bus runs may change from year to year.
- All bus runs are structured in such a way that your child may be picked up any time from 7.00 am and dropped off up to 5.00 pm, and their time on the bus is proportionate to the travel distance from the College. The College reserves the right to make changes to any existing bus arrangements (times, location & bus runs) and will provide 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 College Transport Services.
- Bus routes are scheduled to reduce impact and safety risks associated with travelling along narrow streets and higher density residential areas. With this in mind, we do not provide a door-to-door service. Pick up or set down will be at existing bus stops in your area, or safe locations at street corners. We have increasing numbers of families requesting access to our bus service network, and in response to this demand, we are planning to increase capacity, runs and bus fleet as required.

## College Buses

- The College operates regular daily scheduled bus runs, providing coverage to Caloundra, adjoining suburbs, central Sunshine Coast and Hinterland areas. Our modern fleet includes midi and larger size buses, all air-conditioned, seatbelts and CCTV equipped. Our bus fleet is mechanically maintained, serviced and operates in compliance with Queensland Government Department of Transport and Main Road Passenger Transport Regulations and Conditions.
- Our College provides a safe, reliable and efficient transport service of the highest standard for our students. In line with our commitment to continued improvement we have a transport management system that provides real time tracking of both our bus fleet and all student passenger movements. This allows families access via smart devices to the following 'Student Tracker' options;
  - Check-in and check-out time and location notifications
  - Real time live student tracking
  - Absentee notification

## 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 2019
  - Additional administrative costs will apply

## Changes or Cancellations to existing bus transport arrangements

- We have a structured and scheduled timetable for our bus runs and we are committed to maintaining a high level of reliability and on time service. Should a circumstance arise that we are not able to keep this service level, we will contact you via SMS if your child/ children's scheduled pick-up or drop off is delayed by 15 minutes or more.
- 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 procedure.
- 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.
- For unforeseen changes on a particular morning AM run, please notify the College, no later than 6:30am on the morning of travel by either;
  - **"Student Tracker"** absentee notification (<https://cloud.itmprojects.com.au/studenttracking>) or
  - SMS **0423 592 685**, including your child/s name, prior to **6.30am** on the day of travel
- For unforeseen changes on the day of a PM drop off, please notify the changes to the College no later than 2:30pm.
- Students are not permitted to request a change or adjustment to existing bus travel arrangements, as parent/carers must make these requests to the College with sufficient time to process as per above guidelines.
- Bus seat allocation and billing will remain current until student's bus transport has been officially cancelled in writing by contacting the College office or email [general@calcc.qld.edu.au](mailto:general@calcc.qld.edu.au).
- Should you change your address and therefore your bus pick up or drop off arrangements, you are required to submit a new completed Bus Transport Application to the College office or email [general@calcc.qld.edu.au](mailto:general@calcc.qld.edu.au).

## Parent/ Carers responsibility

- Have your child ready to board the bus at the arranged time every day. If the 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 accompany a Prep to Year 3 student to the bus stop from which the student commences the journey to school and remain until the student boards the bus.
- Have a responsible adult or older sibling to be at the bus stop at which a Prep to Year 3 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 Caloundra Christian College, where the College Child Protection Officers will care for the student, until arrangements have been 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 College with sufficient notice as detailed in our terms and conditions for College bus travel.
- Advise the College immediately of any changes to regular bus requirements (e.g. change of address/ change of frequency of bus travel) – via a new Bus Transport Application.
- 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 office or email [general@calcc.qld.edu.au](mailto:general@calcc.qld.edu.au) of any changes as this will save us this courtesy call.
- Advise the College if you have any concerns or wish to report any incidents relating to your child's travel on the school bus.
- Temporary or permanent refusal of travel will occur only after consultation has taken place between the Student, College Principal/ Head of School, Parent/Carer and College Transport Services.

## **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.

## **Conditions of Travel**

- The student must obey 'College Bus Rules' and the Queensland Transport '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 or an approved payment plan has been commenced.

## **Medical Conditions**

Our bus services may require certain students, depending on their location, to travel for up to 1 ½ hours during the morning or afternoon service.

- Indicate on the Bus Application whether your child has any medical issues relating to travelling in a bus.
- Should the student require any medical treatment during transportation, bus driver will assess the circumstances, provide initial response in-line with the conditions and 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.
- 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.

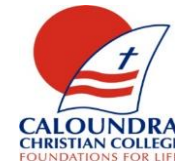
- The parent/carer regularly fails to deliver the student to, or collect the student from the bus location in a timely manner.
- The student requires any ongoing medical treatment which may affect the overall bus service. The parent/carer fails to advise the bus driver or College office when the student is not travelling.
- If a student is suspended from bus travel, a new 'Application for College Bus Transport' will need to be submitted.

## **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 have a copy of this Code of Conduct information to discuss with your child/children and also a copy of the College Bus Rules.

Should your child/children 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".

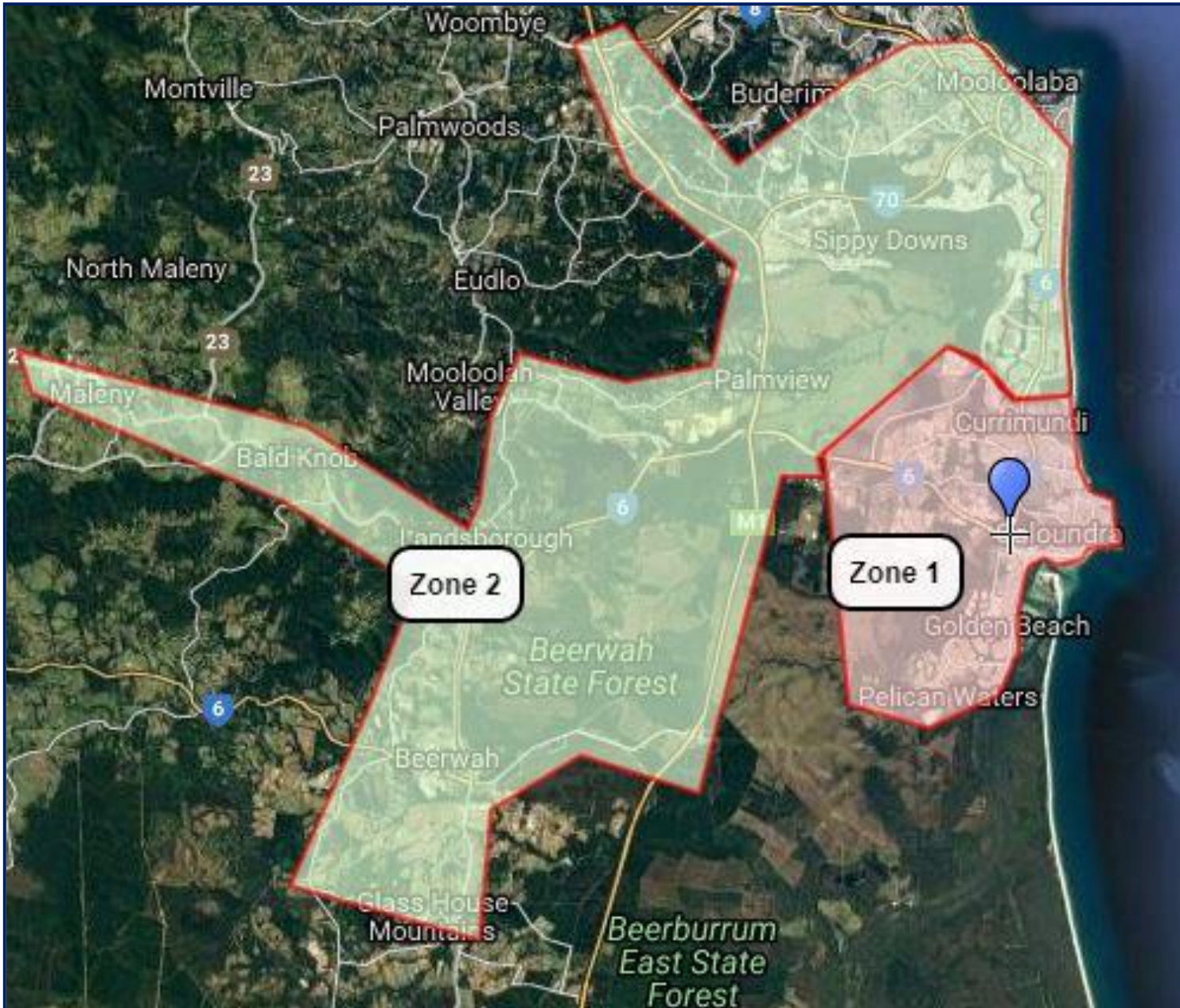




### Bus Transport Coverage Map

**RED** – Zone 1

**GREEN** – Zone 2



Please Note:

Bus routes are subject to change based on demand.

Not all areas shown are serviced.

The areas shown here are approximate only.

Please discuss with College Transport Services for details and confirmation.



## Code of Conduct for School Students Travelling on Buses

# Information for Students

### 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 hand-held 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.*

# Application for Student Bus Travel - 2019

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. <u>Please note:</u> <i>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 2019 Bus Transport Information Pack and 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](mailto: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:			

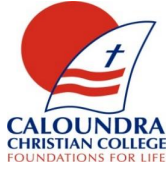
## Student Bus Rules

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.





- The buses are equipped with CCTV and passengers maybe 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 be 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	

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

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