

Application for Permission to Travel on a Contract School Bus

TR701

School Students

2023

STUDENT DETAILS

Family Name	Given Name	Date of Birth	Intended Start Date for Travel	School Enrolled	Year Level at Time of Travel	Are there any medical requirements that the driver should be notified of? If so, provide details

Residential Address		Home Phone	
		Mobile	

Exact distance (in kilometers) by shortest practicable route from:

Home gate to school gate		Home gate to bus stop	
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Emergency Contacts		Telephone	
		Telephone	

PLEASE ILLUSTRATE YOUR ACTUAL ADDRESS. A SIMPLE SKETCH IS REQUIRED SHOWING THE LOCATION OF YOUR HOME, INDICATING THE NAME OF YOUR ROAD/STREET AS WELL AS THE NEAREST INTERSECTION WITH THE DISTANCE OF YOUR HOME TO THE NEAREST INTERSECTION. IF POSSIBLE INDICATE THE NAME OF THE BUS ROUTE AND SHOW THE NEAREST STOP.

How many days do you intend to use the Bus Service per week? (eg 4 days = 4/5)	/5
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If the number of days is less than five, please circle the days travelling:	Mon Tues Wed Thurs Fri
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Are there siblings of the passenger on this bus, or another family that catches this bus from the same stop? Y / N

If yes, please provide names:

First Name		Surname	
School		Year Level	

Office Use Only

Bus Company		Bus Route	
Seat Number			

Bus-stop where student will be picked up (AM)	
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CONDITIONS OF BUS TRAVEL – SAFETY REQUIREMENTS

To ensure the safety of all passengers on school buses at all times the following conditions apply, to which students must agree to:

1. At the bus-stop do not play on the road or try to get on the bus before it has stopped.
2. Make sure you and your belongings are inside the bus at all times.
3. Do not throw anything from a bus window or have anything hanging out a window.
4. Place bags and other belongings in the allocated storage areas.
5. Get on and off the bus quietly and in an orderly manner.
6. Stay in your seat while the bus is moving.
7. Do not distract drivers with screaming, shouting or unruly behaviour.
8. When you get off the bus only cross the road when the bus has left and it is safe to do so.
9. No dangerous or flammable goods are allowed on the bus, eg aerosol cans.
10. Seat belts must be worn where fitted.
11. In the morning, arrive at the bus-stop 10 minutes prior to departure.
12. Do not eat, drink or smoke while on the school bus.
13. In the morning, let the school and driver know if you will not be riding home on the bus that day.
14. 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.
15. Use a standard conversational tone and do not call out to others on board or to passing traffic or people.
16. Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any misbehaviour or vandalism.
17. If you ride a bike to the bus-stop, please leave it in a safe and secure place. The Department of Transport and the Department of Education and Early Childhood Development 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 offender's name and full details of the breach will be recorded.
- The offender will be carried 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. (Refer to Policy and Procedures for Contract School Bus Services in Rural and Regional Victoria, Section 8.3.)

Following the report of a relevant incident, the coordinating principal who 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.

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.
- It is most important that 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.

I certify that:

- All details provided are true and correct
- I will notify the Principal in writing within 7 days of any change of address or school
- 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
- I consent to release of information provided to the Department of Transport to assist with planning for transport services

Student Name _____

Parent/Guardian Name _____

Student Signature _____

Parent/Guardian Signature _____

Date _____

Date _____