



1. Application for Permission to Travel – Eligible School Students

20__	APPLICATION TO TRAVEL ON A SCHOOL BUS STUDENT DETAILS
Term __	

STUDENT DETAILS						
Family name	Given name	Date of birth	Intended start date for travel	School enrolled	Grade at time of travel	Are there any medical problems or requirements that the driver should be notified of? If yes, please provide full details
Residential Address					Postcode	
Exact distance (in kilometres) by the shortest practicable route from						
Home to school				Home to bus-stop		
If less than 5 please circle the days of use?				MON	TUES	WED
				THURS	FRI	
Are there siblings of the passenger on this bus, or another family that catches this bus from the same stop?					YES	NO
How many days do you intend to use this service?						
Emergency Contact	Name				Phone	
	Name				Phone	
<p>I certify that: All the above details 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 this information to the Department of Transport to assist with planning for transport services.</p> <p>Parent/Guardian Signature _____</p> <p>Date _____</p>						

ELIGIBILITY CRITERIA (OFFICE USE ONLY)			
Bus Company		Bus Route	
Seat Number			
Bus-stop where student will be picked up (AM)			

Conditions of Bus Travel – Safety Requirements

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

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

- At the bus-stop do not play on the road or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Do 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.
- Do 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.
- Seat belts must be worn where fitted.

To ensure passengers 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.
- Do not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be riding home on the bus that day.
- Use a standard conversational tone and do not 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 misbehaviour or vandalism.
- 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 contract 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 _____

Student signature _____

Date: ____ / ____ / ____

Parent/guardian name _____

Parent/guardian signature _____

Date: ____ / ____ / ____