



January 2022

Dear Parent/Guardian,

AQUINAS COLLEGE SCHOOL BUS SERVICE BOOKING INFORMATION

Completion and submission of this application form does not guarantee placement. You will be notified by the college when a seat becomes available.

The cost of the bus service is \$4.40* per trip per student and accounts will be issued at the beginning of every term. Bus travel is to be paid upon receipt of College Invoice for Bus Travel. Payment in full is expected by the due date, unless other arrangements have been made and confirmed in writing by the College. Invoices are generated in the term preceding travel. If a seat is permanently booked for a student there are no credits issued for sickness, school camps or other modes of transport to school on odd days.

There will be a \$10 RollCall key fob charge upon joining the AQ bus and there will be an additional charge of \$10 for any damaged/replacement keys.

Please note it is imperative that you and your child/ren read and understand the guidelines and policies regarding the use of the School Bus.

The routes are determined based on demand and access to streets large enough for the bus to safely manoeuvre.

Should you have any questions or concerns regarding the private bus service, please do not hesitate to contact the college on 07 5510 2888 or email transport@aquinas.qld.edu.au

The Aquinas College Bus Procedures are governed and audited in all areas of its Bus Operations by the Queensland Government Transport Department, and its associated "Public & Passenger Transport" legislations and regulations.

Students have the right to a safe and enjoyable journey to and from school. However, the inappropriate behaviour of a small number of students can spoil the trip for many.

*The following **Terms and Conditions** and **Bus Rules for Student Travel** explain in detail what is expected of all people involved in student travel on Aquinas College buses.*

* This price is subject to change at the commencement of a new school year.



Terms & Conditions of Student Bus Travel

BUS ADMINISTRATION

1. An 'Application for Student Bus Transport' will need to be completed with both parent/carer and the bus department agreeing to all details.
2. If your child/children is/are suspended from bus travel, you will be required to again submit a new 'Application for Student Bus Transport'.
3. Bus travel is to be paid upon receipt of College Invoice for Bus Travel. These can be processed at the College Finance or as per the payment details on the invoice.
4. Permanently booked seats must be paid on invoice. Invoices are generated in the term preceding travel. If a seat is permanently booked for a student there are no credits issued for sickness, school camps or other modes of transport to school on odd days.
5. There will be a \$10 RollCall key fob charge upon joining the AQ bus and there will be an additional charge of \$10 for any damaged/replacement keys.
6. Damaged/replacement key fob can be purchased at the Finance office for \$10.

BUS BEHAVIOUR & CONDUCT

1. Parent/carers are to take an active part, in promoting and teaching 'Safe Bus Travel' to their child/ren, in line with the College Bus Rules and the Qld Transport requirements for public transport.
2. The bus department and College are only responsible for your child/ren from the time they are either entering the bus in the morning or leaving the bus in the afternoon.
3. Buses run to a precise time schedule every day. If your child is not at the designated morning location pick up, the driver will wait a short time and then continue the route. Of an afternoon, if a student is late and misses his/her bus, he/she will then be able to call you from the College Administration, to explain and make other transport arrangements with you. It is not fair on the remainder of students traveling, that one student makes them all late to their destinations.

BUS OPERATIONAL CONDITIONS

1. All bus routes are set at the commencement of each year, and are planned to reach and offer a service to as many school families that initially request access to our bus system. Our aim is to be able to service the major roads in most of the local areas/suburbs.
2. The College understands parents' concerns and the desire for convenience in regards to your child/ren's access to a bus. However, due to the limited time to cover such a large area, it may not be possible to meet your preferred pickup and drop off location.
3. If you do not require a scheduled daily pickup of your child/ren, it is important that you contact the bus driver direct before 6.30am, to give such information.
4. If requesting any small or short-term adjustments to normal bus arrangements, please contact the College Bus Coordinator to arrange any changes at least at least 2 days prior to give appropriate time for them to respond.
5. Any longer-term changes will need to be renegotiated with the college Bus Department.
6. Students are expected to sign in and out with their key fob. If the fob is not used for 5 consecutive days, a replacement key will be automatically issued and the \$10 will be charged to the bus fee account.
7. The buses always try to remain in a consistent/regular time frame every day, to assist all families using the bus. The Bus Department will contact you (on the phone numbers you supplied), if the bus will be very late to the drop off location. (Our road network is getting busier every day).

* This price is subject to change at the commencement of a new school year.



8. We provide a limited bus seating across the three bus routes. The College does have a bus waiting list that you can be placed on and contacted when a position becomes available.
9. The Bus Department will comply with all Queensland Transport legislation for breaches of bus student conduct and the resultant consequences.

Behaviour	Examples of how to meet the Code
Respect other people and property	<ul style="list-style-type: none"> Follow the bus driver's directions without argument Treat other people and their possessions with respect Do not interfere with bus property, equipment, shelters and signs by marking or damaging them in any way.
Wait for the bus in an orderly manner	<ul style="list-style-type: none"> Wait well back from the bus until it stops Stand quietly without calling out or shouting Do not push other people in the line
Whilst on the bus, conduct yourself in an orderly manner.	<p>Students must:</p> <ul style="list-style-type: none"> Always follow instructions from the driver about safety on the bus. Wear a seat belt (if fitted) at all times Show their bus pass, ticket or ID upon request Sit properly on a seat if one is available (in an allocated seat if directed by the driver) If standing, remain in the area designated by the driver Store school bags under the seat or in appropriate luggage areas Speak quietly and not create unnecessary noise <p>Students must not:</p> <ul style="list-style-type: none"> Bully other students Place feet on seats Fight, spit or use offensive language Throw any article around or from the bus Consume food, drink or play music without permission of the driver Smoke (prohibited on all buses) Allow any portion of their body to protrude out of the bus window Stand forward of the front seat
Use designated stops	<ul style="list-style-type: none"> It is the responsibility of students to disembark at their correct designated stop
When alighting from the bus, do so in an orderly manner	<ul style="list-style-type: none"> Wait until the bus stops before standing to get off Alight from the bus in a quiet and orderly fashion Never cross the road in front of the bus, wait until the bus has moved away and it is safe to do so.
In case of an emergency or a breakdown, follow the driver's directions	<ul style="list-style-type: none"> Wait until the bus stops before standing to get off Leave the bus in a quiet and orderly fashion Wait in the area indicated by the driver



Bus Service Booking Request ~ Year Commencing: 20_____

Bus Service Required (Please Tick)

Northern Suburb

North Western Suburb

Southern Suburb

The cost for each student is \$4.40 per trip, per day (\$8.80 return), multiplied by the number of weeks in the term and excluding public holidays and pupil free days. An invoice is generated per term and must be paid by the due date to ensure your child's position on the service.

There will be a \$10 RollCall key fob charge upon joining the AQ bus and there will be an additional charge of \$10 for any damaged/replacement keys.

1st Passenger	Name :				Student ID :			
	Year Level :				Bus Stop # :			

Tick the boxes below of the trips you would like to reserve a seat for your child :

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

2nd Passenger	Name :				Student ID :			
	Year Level :				Bus Stop # :			

Tick the boxes below of the trips you would like to reserve a seat for your child :

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Reservation request authorised by (Parent/Guardian): _____

Email Address: _____

Telephone: _____ Date: _____

AGREEMENT:

Subject to acceptance of this application:

1. I agree with the College's '**Terms & Conditions of Student Bus Travel**'.
2. I have reviewed and understand the Queensland Transport Department's booklet, '**Code of Conduct for School Children Travelling on Buses**'. I acknowledge and support the College's requirement to implement and uphold these guidelines. www.tmr.qld.gov.au/Travel-and-transport/School-transport/Code-of-conduct.aspx
3. I will teach, discuss and promote safe bus travel with my child, as listed in '**Bus Rules for Student Travel**'.
4. I give permission for my child to travel on the school buses to and from all the allocated pick-up and drop-off points.
5. I agree to pay invoice for bus travel by the due date. Failure to do so may jeopardise my child's position on the service.

I acknowledge and will abide by the above agreement.

Parent/Guardian Signature: _____