

# Application for Bus Travel

Please ensure all pages are completed and signed for travel on St Paul's Buses

## STUDENT DETAILS

Student First Name  Surname

Year level at time of travel  Campus  Date travel to commence

Street #  Address

Town  State  Postcode

Any serious medical problems or requirements the driver should be notified of? If yes, please provide details:

Exact distance (in km) by the shortest practicable route: **From home to school (km)**  **From home to bus stop (km)**

## BUS SERVICE DETAILS

Please detail which days you intend to use the bus service

**AM Travel**  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY

**PM Travel**  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY

### Bus service

Bus	Stop	Interchange* <small>PTV form required to connecting bus services</small>
Bus 1 - Nar Nar Goon/Bunyip		
Bus 2 - Drouin Porter Place		
Bus 3 - Transfer bus to WRC		
Bus 4 - Traralgon/Moe/Newborough/WGL		
Bus 5 - Yinnar/Churchill/Morwell		
Bus 6 - Tyers/Cross's Rd		
Bus 7 - Beaconsfield/Pakenham		
Bus 8 - Thorpdale/Traf/Yarragon		

\*Interchange buses connect to the Drouin Secondary College and Warragul Regional College School bus networks. Applications for these bus routes require the PTV Application for Permission to Travel form to be completed [link](#) and returned to our Bus Coordinator.

### Conditions of Travel - please read through the below conditions

The following conditions apply at all times while travelling on St Paul's buses.

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

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Wear the seat belt provided.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out of 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.
- 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 permitted on the bus, for example aerosol cans.
- Travel on the bus service allocated to you to and from your approved stop. Should you wish to change stops or buses for sporting commitments, the bus coordinator must approve the change to travel.
- Arrive at the bus stop 10 minutes prior to departure time.
- Refrain from eating and drinking on the bus, smoking is strictly prohibited.
- Notify the bus driver if you will not be travelling in the afternoon on days of travel.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing or aggression.

## Conditions of Travel continued

### Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus, the offender's name and details of the breach will be recorded.
- The offender will be transported to school or to their normal drop off.
- The breach will be reported to the bus coordinator and relayed to the Head of School for disciplinary measures.
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

### Following the report of a relevant incident, the following disciplinary action may be taken:

- First offence - verbal warning to student
- Second offence - Written warning to parent/guardian
- Third offence - one-week suspension from bus travel
- Fourth offence - removal of the student from the bus for the remainder of the year.

**A serious offence that endangers other students, bus staff or property will result in immediate suspension of travel.**

### 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.
- It is understood that bus travel is provided and accepted on their conditions.

### PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct
2. I will notify the bus coordinator of any change of address or bus stop change request
3. I agree to pay the cost of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child(ren)
4. I understand that no refund is available for part year travel unless transferring to another school or moving from the area, this includes Year 12 students who may elect to drive for part of the school year.

I accept the authority of the School with regard to student discipline on the School bus service.

I agree to abide by the above Conditions of Travel.

I understand that if I or my Child(ren) do not comply with the Conditions of Travel, it may result in my child(ren) not being permitted to travel on the School bus service.

Parent/guardian name (please print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

### STUDENT TO COMPLETE:

I agree to abide by the above Conditions of Travel.

Student name (please print) \_\_\_\_\_ Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Completed forms are to be returned to Student Services or emailed to [buscoordinator@stpaulsags.vic.edu.au](mailto:buscoordinator@stpaulsags.vic.edu.au)  
Full details of bus routes are available on our School website [stpaulsags.vic.edu.au](http://stpaulsags.vic.edu.au)