

## Bus Travel To and From College Conditions of Use

The bus service of **Citipointe Christian College** is provided to assist students' travel to the College. The Transport fee charged, contributes to but in no way covers the cost of the bus operation. Please be aware that one month's notice in writing must be given when withdrawing a student from the College Bus otherwise one month's bus fees will be charged.

To assist in the smooth running of the service, please note and act on the following:

- (a) The Bus Fleet Manager is responsible for establishing bus routes, pick-up and drop-off points.

After bus routes are finalised at the beginning of the year, there will be no changes to bus stops or bus routes unless absolutely necessary and this is to be done by the Bus Fleet Manager only.

**IMPORTANT NOTE:** Should a student need to depart the bus at a different stop to their usual stop, their parents / guardians shall supply a signed note detailing and authorising this variation. This note is to be given to the Bus Driver for forwarding on to the Bus Fleet Manager.

**Casual Passenger:** A Signed note from the parent/guardian is required authorising travel on a bus. Note to be given to Driver or Bus Fleet Manager.

If a student enrolling mid-year wishes to catch a bus, and there is a vacancy, they will go to an existing stop unless bus stops and times can be changed without interrupting or changing route or timetable.

- (b) The students will have set times for pick-up points and for the afternoon departure from the College. Students **must** be at that point preferably 3-5 minutes **before** the set time. The bus will arrive within a minute or so of the set time, traffic permitting but **will not wait** at the stop.

**Primary School Student and/or Students with Additional Needs (as identified by the College's Student Support Departments) are only permitted to exit the bus if a parent/care giver is present at the drop off point.**

**If a parent/care giver is not present at the set drop-off time the bus driver will attempt to contact the parent/care giver and arrangement may be made for safe drop off of the student. This may include the student remaining on the bus, then taken home at the end of the run.**

- (c) If the bus does not arrive the students should wait at their designated pick up point. Should the bus be more than 30 minutes late there are two options

1. Return home
2. Wait for a relief bus (**ALL** families will be contacted)

**A relief bus will be sent;** this may take some time, but it will come **to the designated stops**, not the Students' homes. (If both parents/carers are at work it is a good idea for the student to have access to a phone facility to call the school on 3555 2700 – the office is opened from 8am)

- (d) In the event your child is late home because of a bus breakdown, you should ring the school office (3555 2700 or 3555 2736) or if it is in the course of an after school hours excursion, the respective teachers in charge would be the point of contact.
- (e) In all instances the school will try to contact parents to advise them of contingency plans if a bus is not able to complete its journey.
- (g) Parents/carers who have completed "Request For School Bus Transport" forms will be advised by letter, during the week prior to first term commencing, of their child's bus route and time of pick up.

We trust that together we can provide suitable transport for our students.

## Student Code of Conduct for Bus Usage

The Code of Conduct is a key element in ensuring the comfort of passengers and the safety of operation of the school buses. Their purpose is to prevent unnecessary distraction of the driver whose attention needs to be focused on traffic and road conditions. As this affects the lives and well being of your children we are certain you as parents/carers will support this policy. All normal College rules apply as well.

1. For their safety, students are to obey the drivers directions at all times.
2. Where seat belts are fitted, it is compulsory for all students to wear them whilst travelling in the College buses.
3. Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to cross the road.
4. Students will only enter any bus with the driver's permission and in the presence of either the driver / teacher /senior students. Entry will always be in an orderly manner.
5. School bags are to be stowed under the seat and not in bus aisle. Feet should not be on the seats.
6. Noise levels on buses to be kept to a reasonable pitch at all times, with no shouting or calling out.
7. No standing, kneeling, lying down or unnecessary swapping of seats during bus trips.
8. All parts of the body are to be within the bus at any time.
9. No windows are to be opened in air-conditioned buses.
10. No throwing of any objects inside or out of buses.
11. Food, drinks or chewing gum are not to be consumed on buses at any time (excursion and sport included).
12. Electronic devices are permitted on buses provided they are fitted with headphones or ear- pieces. Students are not to distract drivers through the use of mobile phones, iPods or hand held computer games etc.
13. Bullying or inappropriate behaviour between students will not be tolerated; appropriate respect for fellow students and bus drivers is to be displayed at all times.
- 14.\*\* Vandalism of seats, seatbelts, trim, signs, etc. by any method will not be tolerated.
- 15.\*\* Swearing, fighting or spitting on buses will not be tolerated.

**\*\*NOTE: Infringement of rules 14 & 15 will result in immediate loss of bus privileges AND restitution of any damage.**

### Penalties for Infringement Of Code of Conduct

<b><u>First Infringement</u></b>	a warning by the driver that incident report will be issued for next offence.
<b><u>Second Infringement</u></b>	incident report issued - detention.
<b><u>Third Infringement</u></b>	incident report issued - loss of bus privilege 1 week.
<b><u>Fourth Infringement</u></b>	incident report issued - loss of bus privilege balance of term.
<b><u>Fifth Infringement</u></b>	incident report issued - total loss of bus privilege for balance of year.

In matters not specifically covered by this policy, members of the College will observe the principles outlined in the College's Student Code of Behaviour concerning the dignity of each person, respect for others and their property and mutual co-operation.

**The use of school bus service implies acceptance of the above Code of Conduct by the students and their parents/guardians.**

**REQUEST FOR SCHOOL BUS TRANSPORT**

**This request is for:**

- |                                    |                          |  |
|------------------------------------|--------------------------|--|
| 1. Continuation from previous year | <input type="checkbox"/> | Family ID .....                                  |
| 2. New application                 | <input type="checkbox"/> | Date of commencement/first trip ____/____/20____ |
| 3. Cancellation of service         | <input type="checkbox"/> | Date of last trip: ____/____/20____              |

**Primary School Students Only**  
**Name/s of parent/care giver collecting primary school student/s at drop-off point.**

<b>Parent/Care Giver 1</b>	
<b>Parent/Care Giver 2</b>	

- (1) Student's Name \_\_\_\_\_ Year Level \_\_\_\_\_ Student ID (required) \_\_\_\_\_
- (2) Student's Name \_\_\_\_\_ Year Level \_\_\_\_\_ Student ID (required) \_\_\_\_\_
- (3) Student's Name \_\_\_\_\_ Year Level \_\_\_\_\_ Student ID (required) \_\_\_\_\_
- (4) Student's Name \_\_\_\_\_ Year Level \_\_\_\_\_ Student ID (required) \_\_\_\_\_
- (5) Student's Name \_\_\_\_\_ Year Level \_\_\_\_\_ Student ID (required) \_\_\_\_\_

**Student Address:**

.....

**Phone Number:**            **Home:** .....            **Mobile:**.....

**Student Mobile:**.....

Please indicate service required (please tick):

<input type="checkbox"/> <b>AM only</b>	<input type="checkbox"/> <b>PM only</b>	<input type="checkbox"/> <b>AM/PM</b>					
<input type="checkbox"/> <b>Full Week</b>	<input type="checkbox"/> <b>Day/Days required</b>	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 30px;">Mon</td> <td style="width: 30px;">Tues</td> <td style="width: 30px;">Wed</td> <td style="width: 30px;">Thurs</td> <td style="width: 30px;">Fri</td> </tr> </table>	Mon	Tues	Wed	Thurs	Fri
Mon	Tues	Wed	Thurs	Fri			

**CASUAL BUS TRAVEL** – A signed note from parent/guardian is required authorising casual travel on the school bus. This request must be handed to Bus Fleet Manager.

**ANY CASUAL BUS TRAVEL WILL ONLY BE CONSIDERED/APPROVED IF PICK UP/DROP OFF POINT IS PART OF THE EXISTING PLANNED BUS ROUTE.**

I authorise bus fees to be added to my school fee account and undertake to pay the account when due and payable in accordance with credit policy of the College. Please be aware that four (4) weeks' notice must be given when withdrawing a student from the College Bus otherwise four (4) weeks fees will be charged.

I confirm I have received and understood the information from the College regarding:

- Bus Travel To and From College Conditions of Use, including the drop-off and pick-up requirements
- Student Code of Conduct for Bus Usage

**Parent/Guardian Name:** .....            **Signature:** .....

**SUBMISSIONS:** Please submit the above completed form to the College via email to: [mail@citipointe.qld.edu.au](mailto:mail@citipointe.qld.edu.au) (**Attention: BUS DEPARTMENT**)

**OFFICE USE ONLY:**

Stop Location: \_\_\_\_\_            Bus Run & Number: \_\_\_\_\_