



SCHOOL BUS TRANSPORTATION REQUEST FORM

Parent/Legal Guardian Name				
Student(s) Full Name	1		Class	
	2			
	3			
	4			
	5			
Service Request Start Date		Service Requested End Date (minimum of one year or part thereof)		
Pick up/Drop off address	_____ _____ <input type="checkbox"/> Please tick if it is different to the child's home address Note: Pick up and drop off address must be the same (unless approved by the college)			

Two emergency contact person phone numbers must be given in case you cannot be reached:

.....

Please describe any emergency care requirements or medical conditions that we should be aware of (ie: allergies, seizures, asthma). Any additional information:

.....

BUS ROUTE LOCATIONS

Suburb	Fee Structure
Newport, Altona North, Brooklyn South, Kingsville, Spotswood	\$500 per child per term
Seaholme, Altona, Altona Meadows, Point Cook	\$425 per child per term
Tarneit, Hoppers Crossing, Werribee, Truganina, Williams Landing	\$375 per child per term
Sydenham, Deer Park, Derrimut, Taylors Lake, Delahey, Keilor Down, Kings Park	\$500 per child per term

Note: Not all areas in the above suburbs are covered by the school bus service. The approval of the school bus transportation request will be subject to the school bus route and/or the college's approval. The fee structure may also vary according to the distance from the college and/or the school bus route.

School Bus - Terms and Conditions

1. I hereby agree to use the services of the bus for the **whole academic year**.
2. I understand that there will be **no reduction/discount of fees** for medical or personal absences (e.g., overseas trip) from School.
3. Parents/guardians must provide one full term's notice should they wish to withdraw their child/ren from the bus. Failure to provide one full term notice will result in charges for the following term. The one full term notice will NOT be considered if:
 - a) Withdrawal notice is given in January, prior to the start of Term 1; in this case, parents are liable to pay term 1 bus fees only.
 - b) Withdrawal notice is given when the term has started; in this case, parents are liable to pay bus fees for the current and following term.

Payment is made over four terms and will be as follows:

- Term 1 bus fee due date: Friday of the 2nd week of Term 1 of the current year
- Term 2 bus fees due date: Friday of the 2nd week of Term 2 of the current year
- Term 3 bus fees due date: Friday of the 2nd week of Term 3 of the current year
- Term 4 bus fees due date: Friday of the 2nd week of Term 4 of the current year

If you are unable to pay your bus fee on time, please contact us immediately and the college will try to work with you to make a payment arrangement acceptable by the college.

4. This bus contract lasts for one full calendar year. By the 3rd week of Term 4 every year, parents will need to complete a new form if they wish for their child(ren) to continue to use the school bus service for the following year. The college reserves the right to accept or reject the application for the following year and is under no obligation to provide an explanation.
5. The fee differs depending on the bus route and there will be no sibling or health care card discount.
6. Working in coordination with the Bus Company, the School does its best to provide a reliable and timely service. However, due to unforeseen circumstances, 'pick-up and drop-off time could vary from time to time. Students **must** be ready a few minutes prior to their usual pick-up time. As each driver has a bus schedule time to follow, the bus will wait for a maximum of thirty seconds for those students who are not ready and if students are left behind due to being late, parents will be required to find alternative transport.
7. Any change to the pickup/drop off address **must** be requested in writing to the college and must be approved by both the college and the bus company prior to any change.
8. Any communication through the bus driver regarding the bus service **must** be avoided and all communication **must** be directed to the School Administration Office. The Bus Company will contact parents in January to advise the pick-up time.
9. The terms of this agreement are subject to the school bus policy, the College reserves the right to review and change the terms at any time.
10. Please be aware that the location where students are picked up and dropped off might not always be from in front of the address provided. Buses may sometimes be located on the corner or a few houses down.
11. To ensure the safety of students and the bus drivers, parents/students must agree on the following bus rules:
 - Students must show respect to the bus driver at all times and follow instructions.
 - Students must not throw objects to each other on the bus.
 - Students must not stand up or move from the seats whilst the bus is moving.
 - Students should not push each other when getting off the bus.
 - Students must always wear their seat belts.
 - Students should be well-behaved on the bus, this includes no swearing, bullying, screaming, fighting, or distracting the bus driver.
 - No eating or drinking on the bus, this includes chewing gum
Students should not cause damage to the bus, including ripping the seats or graffiti.

Initials

I understand that failure to obey the school bus safety rules and principles on the bus may result in the loss of bus services for my child/ren, in addition to payment of any damages caused.

12. I understand and will ensure that an adult will be present at the registered address to receive my child/ren when they are dropped off by the bus.
13. I understand and agree that I cannot and will not hold the College, the bus company and/or the bus drivers responsible for my child/ren's welfare once the child/ren has been dropped off at the registered address.
14. I understand that failure to make timely payments for the bus service may also result in the loss of bus services for my child /ren.
15. I agree for the college to pass on my contact information to the bus company.

THE PARENTAL /LEGAL GUARDIAN HEREBY AGREES THAT:

I wish my son/daughter to travel on the school bus and I agree to abide by the terms and conditions described above.

If the student breaches any of the terms and conditions, they will receive a warning. If the behaviour is repeated, the student will be immediately removed from the bus service.

.....
Parent/Legal Guardian Name

.....
Administrator Name (witness)

.....
Parent/Legal Guardian signature

.....
Administrator Signature (witness)

.....
Date

.....
Date

The completed form should be returned to the school administration office or emailed to transportation@icom.vic.edu.au by the due date in order to confirm the bus for your child/ren for the following year.

Office use:

Bus Route Number

Term 1 fee paid

All information provided

Name.....

Signature.....