



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	\$ 400 per child per term
Seaholme, Altona, Altona Meadows, Point Cook	\$365 per child per term
Tarneit, Hoppers Crossing, Werribee, Truganina, Williams Landing	\$310 per child per term
Sydenham, Deer Park, Derrimut, Taylors Lake, Delahey, Keilor Down, Kings Park	\$415 per child per term

Note: Not all areas in the above suburbs are covered by the school bus service. The approval of school bus transportation request will be subject to the school bus route and/or the colleges 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. In the event that my child/ren should withdraw from the Islamic College of Melbourne during the school year, I understand that the remaining school bus fees for the whole year will be paid in full before departure.
3. Payment is made over four terms and will be as follows:
 - Term 1 bus fee due date: Friday of the 3rd week of Term 4 of the year before
 - 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 Bus Company, the School does its best to provide 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 one minute 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 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 two houses down. This is for the safety of the students and sometimes because of accessibility to the address/area.
11. To ensure the safety of students and the bus drivers, parents/students must agree on the following bus rules:
 - 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 that failure to make timely payments for the bus service may also result in the loss of bus services for my child /ren.
- 13. 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 the term and conditions described above.

If the student breaches any of the terms and conditions, they will receive one 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

Completed form should be returned to school 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 upfront

All information provided

Name.....

Signature.....