



St Joseph's College Geelong

General Bus Information

How does the bus system work in my area?

COASTAL AREAS

If your son lives in one of the following suburbs, you may be entitled to receive bus travel at no cost. A Conveyance Allowance Application form must be completed and returned to the College. McHarry's Buslines will send you a Coastal Bus Pass at the beginning of each year.

Examples of Coastal Areas are:

Barwon Heads	Indented Head	Pt Lonsdale
Clifton Springs	Jan Juc	Queenscliff
Connewarre	Mt Duneed (some areas)	Torquay
Curlewis	Ocean Grove	Wallington
Drysdale	Portarlington	

Bus times and service routes for these areas can be obtained by contacting McHarry's Buslines on 5223 2111, www.mcharrys.com.au or email info@mcharrys.com.au

COUNTRY AREAS

If your son lives in one of the following suburbs, you may be entitled to receive bus travel on a Government Contract Bus to and from school at no cost. A PVT Application for Permission to Travel – Eligible Students form must be completed and returned to the College. Bus passes are not issued for this travel.

Parents receive information about bus routes and times by email, from the regional co-ordinating school after their application for travel is processed.

Examples of country areas are:

Aireys Inlet	Fairhaven	Lovely Banks (some areas)
Anglesea	Freshwater Creek	Meredith
Bannockburn	Fyansford	Modewarre
Barrabool	Gheringhap	Moriac
Batesford	Gnarwarre	Stonehaven
Bellbrae	Inverleigh	Teesdale
Bells Beach	Lethbridge	Winchelsea
Buckley	Little River	Wurdibolic

OTHER AREAS OUTSIDE 4.8km

If your son lives in one of the following suburbs AND the address is further than 4.8km (shortest practical route Bing Maps) from St Joseph's College, you may be eligible to claim a conveyance refund from the Department of Education. In order to claim a conveyance refund you must:

1. Complete and purchase a Public Transport Student Concession. Forms are available via the College office, train stations and www.ptv.vic.gov.au from around mid January. Cost approximately \$10 and you will need 2 passport sized photos.
2. Purchase a Yearly or Half Yearly MYKI from any train station. Cost of a yearly Geelong Transit System (GTS) pass is approximately \$370
3. Complete a Student Conveyance Allowance Application. Forms can be downloaded from the College Website.

The receipt of the MYKI and the Student Conveyance Allowance Application must be submitted to the College before a claim can be made. Funds received will be reimbursed to you via your school fee account. Please note claims cannot be made for the top up or replacement of a MYKI.

Examples of areas outside 4.8 kms.

Armstrong Creek	Leopold	St Albans Park
Bell Park	Lovely Banks *	Wandana Heights *
Bell Post Hill	Moolap	Wauron Ponds
Corio	Mt Duneed	Whittington
Grovedale	Newcomb	(*only some areas)
Lara	Norlane	

ALL OTHER AREAS WITHIN 4.8km

If your son will be travelling on the bus to school, you can purchase a yearly or half yearly MYKI and complete and purchase a Public Transport Student Concession, as explained on the previous page. Unfortunately there is no reimbursement available for travellers who reside within 4.8kms.

Alternatively, you may obtain a MYKI card and load money onto this card as needed. If your son is 17 years or over you may also need to complete and purchase a Public Transport Student Concession, in order for him to travel at a concession rate.

For information on the whereabouts of your nearest bus stop and pick-up/drop-off times, please contact the bus company which services your area:

McHarry's www.mcharrys.com.au or call 5223 2111

CDC Victoria (formally Benders Buslines) www.cdcvictoria.com.au or call 5240 5000

If at any stage during your son's enrolment at the College you have a change of address, the College must be notified immediately. New bus or conveyance forms will then need to be completed in order for your son to travel on the bus or claim conveyancing.

Please direct any further queries about bus conveyance to Holly McIntosh at St Joseph's on 5226 8111.

*Please note that the information provided is a guide only.

Form 1: Application for Permission to Travel – Eligible Students

Year	Term	PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED
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APPLICANT DETAILS

RESIDENTIAL ADDRESS

Unit #	Street #	Address		Postcode	
Town/Suburb		State			
Exact distance (In km) by the shortest practicable route		Home to school	km	Home to bus stop	km

POSTAL ADDRESS

Unit/Street/PO Box #	Postal Address		Postcode
Town/Suburb	State		

PARENT/GUARDIAN DETAILS

First Name	Surname	Telephone	
First Name	Surname	Telephone	
Email			
Emergency contacts	1.	Relationship	Telephone
	2.	Relationship	Telephone

TRAVELLER DETAILS

Student one

First Name	Surname	Date of birth	
Travel start date	School enrolled	Year level at time of travel	

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

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
I authorise my child to be set down unsupervised from the p.m. service					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Student two

First Name	Surname	Date of birth	
Travel start date	School enrolled	Year level at time of travel	

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

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
I authorise my child to be set down unsupervised from the p.m. service					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Student three

First Name	Surname	Date of birth	
Travel start date	School enrolled	Year level at time of travel	

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

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
I authorise my child to be set down unsupervised from the p.m. service					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

OFFICE USE ONLY				
Date Form Submitted			Received By	
Date Form completed		Parent/Guardian signed?		Eligibility assessed - Y/N?
Waitlisted - Y/N?		Student(s) signed?		Application (s) Approved/Declined
Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy.				
Student one				
Student two				
Student three				
Eligibility Status (Eligible = E, Not Eligible = NE, Exemption Granted = EG or Fare Payer = FP and Fare Amount e.g. FP at \$120 per term, \$480 per year)				
Student one				
Student two				
Student three				
Fare Payment required -Y/N?		Has Parent/Guardian been Involced? Y/N		Date
Fares collected - Y/N?		Has Parent been notified in writing of travel status?		Date
BUS SERVICE DETAILS				
AM Bus Service (s)				
Bus route allocated		Bus operator		
Interchange details -if req.		Bus operator		
Pick-up bus stop location		Pick up time		
Drop off bus stop location		Drop off time		
Seat number allocated		Bus roll updated		
Comments:				
PM Bus Service (s)				
Bus route allocated		Bus operator		
Interchange details -if req.		Bus operator		
Pick-up bus stop location		Pick up time		
Drop off bus stop location		Drop off time		
Seat number allocated		Bus roll updated		
Comments:				

OFFICE USE ONLY
School Bus Coordinator Name (please print): _____
School Signature - Coordinating Principal / Delegate signature: _____
Date _____

Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times

To ensure safe 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.
- 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 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 allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
- 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.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
- Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

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

- The driver will stop the bus.
- The student's name and full details of the breach will be recorded.
- The student will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.
- 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 coordinating principal may take the disciplinary action below:

- **First offence** – verbal warning to student.
- **Second offence** – written warning to parent/guardian.
- **Third offence** – one week suspension of student from school bus travel.
- **Fourth offence** – the student will not be allowed to travel on the school bus for the remainder of the year.

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

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.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.
- It is understood that bus travel is provided and accepted on these conditions.

PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address or school.
3. I agree to pay the costs 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 consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.
5. I will notify the principal in writing should my child(ren) no longer require transport assistance.

I accept the authority of the coordinating principal 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 (s) TO COMPLETE:

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

Student	Student one	Student two	Student three
Print Name			
Signature			
Date			