



# Staines Memorial College

PO Box 561 Redbank Plains, QLD, 4301  
 Phone: (07) 3814 8600; Fax: (07) 3814 7346  
 Email: info@staines.qld.edu.au  
 ABN: 96 105 961 135  
 Bus Operator Q900382291

## **Application for Student Bus Transport – 2017** **Before School and After School Travel to and from College**

*Please note: Before completing this application, please refer to all the information in this pack.*

### **Applicant's Details**

Parent / Guardian Name/s: \_\_\_\_\_ Date: \_\_\_\_\_

Parents Home Address: \_\_\_\_\_

Parent Mobile Number: \_\_\_\_\_ Other Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

I would like to apply for my child/children to travel on the Staines College buses.

<u>Child's Name</u>	<u>Grade</u>	<u>Child's Name</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I would like my child / ren to travel on College buses to the following arrangements (Please indicate )

Monday		Tuesday		Wednesday		Thursday		Friday	
<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>	<u>AM</u>	<u>PM</u>

- Preferred location for pick-up \_\_\_\_\_
- Preferred location for drop off \_\_\_\_\_
- Frequency of bus travel requested: Annual  Annual One Way  Casual  Casual Shuttle
- Commencement of Bus travel requested from: - \_\_\_\_/\_\_\_\_/2017
- If your child/ren have any behavioural issues related to bus travel, please provide details: \_\_\_\_\_  
\_\_\_\_\_
- If your child/ren has been refused or suspended from any 'Bus transport' previously provide details: \_\_\_\_\_  
\_\_\_\_\_
- Is there any medical information, relevant to your bus travel application? If so, please provide details: \_\_\_\_\_  
\_\_\_\_\_
- Will anyone be waiting at the bus pick up / drop off?  Yes  No. If yes, who? \_\_\_\_\_

Note (1) If you answer yes to the last question, and no one is at the designated drop off location, the driver will complete the route and return the student/s to the College Reception. You will need to collect your child/ren.

Note (2) College Buses are operated under the Christian Community Ministries license.

*Application continued overleaf...*



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## Purpose of Service

The Staines Bus Service exists to provide an effective and efficient service to Staines families, assisting them in providing transport to and from designated bus stops that are near families' homes.

## Agreement

Subject to acceptance of this application:

1. I will ensure my child's bus fees are paid in advance or by functional direct debit.
2. I accept the College's '**Terms & Conditions of Student Bus Travel**'. (pages 5-7)
3. I have received the Queensland Transport Department's booklet, '**Code of Conduct for School Children Travelling on Buses**'. I acknowledge and support the College's requirement to implement and uphold these guidelines.
4. I will teach, discuss and promote safe bus travel with my child/ren.
5. I give permission for my child/ren to travel on the College buses to and from all the allocated pick-up and drop-off points.
6. I will make any requests for changes to the details listed in the Application Form (p.1) to the College Bus Manager in a timely way - at least **1 full working days' notice** is preferred. This means that if I want my child/ren dropped at another location, I will notify the Bus Team / Coordinator. Notification in writing *e.g. email* is preferred to ensure the message gets through and is responded to. We suggest you use Read / receipt. [info@staines.qld.edu.au](mailto:info@staines.qld.edu.au)

I acknowledge and will abide by the above agreement.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Next Steps in the Application Process

1. Return pages 1 & 2 to Reception at Staines Memorial College.
2. The SMC Bus Manager will process your request.
3. The SMC Bus Manager will contact you to discuss your request details, confirm or decline the application.
4. If accepted, the SMC Bus Manager will remind you of the terms and conditions and confirm pick up and set down details.
5. Make arrangements for payment of a bus pass (Annual or Casual) from the SMC Administration before using the bus service.



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## 'Our' Buses

The Staines Bus facility is governed and audited in all areas of its Bus Operations by the Queensland Government Transport Department, and its associated "Public & Passenger Transport", legislations and regulations. The Operator Accreditation number is Q900382291.

All students have the right to a safe and enjoyable journey to and from school, as a pleasant trip can set the tone for a day of productive learning. However, the inappropriate behaviour of a small number of students can spoil the trip for the many. For these reasons the Terms and conditions need to be understood and followed. Code of Conduct Guidelines will be posted out to all parents and carers prior to the start of school 2017.

## Bus Pass Transport Information

Bus passes are able to be purchased after the College Bus facility has approved your application. You will be notified by the SMC Bus Manager in regards to this. Bus Passes are required to access our morning and afternoon bus transport network.

There are **3 options** available, when purchasing a bus pass:

- **Annual Bus Pass**

This pass will give access to both morning and afternoon bus travel, for whole year of 2017. This is a fulltime/full year travel option. An annual pass is the cheapest payment method.

- **Annual Bus Pass – One Way Only**

This pass will give access to either morning or afternoon bus travel, for the whole year of 2017.

- **Casual Bus Pass**

These passes are available as a 20 trip pass. The bus driver will clip this pass every time a student enters the bus. 1 box is clipped per student, per trip. (A morning trip and an afternoon trip will incur 2 boxes being clipped per student.) **No** Family Discount applies to this option. At the completion of the school year, any unused portion of this pass may be returned to the College Reception for credit.

All students must present their pass to be punched by the driver when entering the bus. Morning and afternoon rolls are taken by the drivers.

**Note:** Credit on unused Full Term and Annual Bus passes is not available. Public holidays and varied term lengths are already factored into the pricing. If a student is absent for an extended time with a good reason, you are able to apply to the Principal for his special consideration of your situation.

**NB:** Student Bus travel is only for Staines Memorial College students, to and from our College.



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## Bus Transport Fees – 2017

### Casual Ticket Prices (Less than 5 Trips Per Week)

	Zone 1	Zone 2	Zone 3	Zone S
20 Trips	\$102	\$124	\$146	\$80

These prices apply to those not on an auto payment or passes paid by dates specified below.

### Discounted Ticket Prices

Number of Children	Full Travel				One Way (if more than 5 trips, pro-rata on One Way price unless Full Travel price is cheaper)			
	Zone S	Zone 1	Zone 2	Zone 3	Zone S	Zone 1	Zone 2	Zone 3
	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
1	\$825	\$1,640	\$2,080	\$2,520	\$515	\$1,160	\$1,440	\$1,760
2	\$1,240	\$2,480	\$3,040	\$3,480	\$1,030	\$1,720	\$2,120	\$2,460

**All Bus travel is to be paid by Direct Debit. Prices apply to Direct Debit payments only. Any other payment methods are an additional \$200 per annum. Seats on buses are not guaranteed if payments are not in advance or on a functioning Direct Debit.**

SAVE! Up front discount of \$120 per family (One Way \$60), Shuttle \$50 (one way \$25) per annum. Available for families where Bus fares are paid in full by Friday 3rd February 2017.

### Zones

<b>Zone S</b>	Service along School Rd from College, left into Halletts Rd, right into Tindle, right to Milford, left into Cashmere, left to School Rd, right on Redbank Plains Rd, right to Cedar Rd, right into Vicki, left to School Rd, left to Shanahan, right to Peggy, right to Alawoona then left to the College.
<b>Zone 1</b>	Augustine Heights, Bellbird Park, Blackstone, Booval (parts), Brookwater, Camira, Collingwood Park, Ebbw Vale (parts), Goodna (parts), Redbank (parts), Redbank Plains, Silkstone, Springfield, Springfield Lakes *refer to Terms and Conditions of Bus Travel
<b>Zone 2</b>	Basin Pocket, Booval, Brassall, Bundamba, Carole Park, Dinmore, Eastern Heights, Flinders View, Gailles, Ipswich, New Chum, New Town, North Ipswich, Raceview, Redbank, Ripley, Riverview and Yamanto * refer to Terms and Conditions of Bus Travel
<b>Zone 3</b>	Amberley, College's Crossing, Deebling Heights, Karalee, Mutdapilly, Purga, South Ripley + areas outside of Zone 1 & 2



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TERM DATES - 2017							
TERM	DAY	DATE	DAY	DATE	HOLIDAY	WEEKS	
Term 1	Monday	23 Jan	-	Friday	31 Mar	3 /4 to 17/4	10 weeks
Term 2	Tuesday	18 Apr	-	Friday	23 Jun	26/6 to 11/7	10 weeks
Term 3	Wednesday	12 Jul	-	Friday	15 Sep	18/9 to 2/10	10 weeks
Term 4	Tuesday	3 Oct	-	Thursday	30 Nov	1/12 to Jan '18	9 weeks

## Terms and Conditions of Student Bus Travel

The following information has been provided to outline our expectations of parents, students and staff associated with bus travel on our buses.

### Bus Administration

1. A bus application and confirmation form needs to be completed and given to the College Bus Coordinator.
2. The bus 'Application for Student Bus Transport – 2017' form, is only valid until the end of the 2017 school year, or until you terminate your bus use.
3. If your child/children is/are suspended from bus travel throughout the year, you will be required to again submit a new 'Application for Student Bus Travel - 2017'. Continuing transport following suspension is not a guarantee.
4. Bus passes are to be purchased **before** commencing any bus travel. This can be arranged from Reception after approval from the Bus Coordinator.

### Safe Student Bus Travel

The safety of our College students and staff is of the highest priority to us. Every school day throughout the year, a significant number of our students travel on buses either on sport or excursion trips, or morning and afternoon bus transport to and from school. On the buses, the driver is the person in charge. He/she has the authority of the Queensland Transport and the College, to promote and maintain a safe travelling environment for all travelling.

To help build a spirit of cooperation and to help students to enjoy and be safe in their school bus travelling, we aim to ensure discipline and other organisational matters are clear, consistent and fair. Therefore, staff and families should help the students understand what the "Code of Conduct for School Bus Travel" is about. The information is available to parents on the Queensland Transport website, with links to that information from our website.



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## Bus Behaviour and Conduct – Information for Parents

1. Parent/carers are to take an active part, in promoting and teaching 'Safe Bus Travel' to their child/ren, in line with College Bus Behaviour Expectations and the Queensland Transport requirements for public transport.
2. Students are to carry their current bus pass during all bus travel. When requested by the driver, students need to present it to the driver for identification.
3. The Bus Drivers and College are only responsible for your child/ren from the time they are either entering the bus in the morning or leaving the bus in the afternoon.
4. Buses run to a time schedule every day. If your child is not at the designated morning location pick up, the driver will wait a short time and then continue the route. Of an afternoon, all buses depart the College at 3.15pm. If a student is late and misses his/her bus, he/she will then be able to call you from Reception, to explain and make other transport arrangements with you. It is not fair on the remainder of students travelling, that one student make them all late to their destinations.

## Behaviour Requirements for Student Travel

1. Follow the bus driver's safety instructions without argument. Show respect for the driver's authority.
2. Wait in a safe and orderly manner for the bus.
3. When boarding or exiting the bus, do so in a quiet, safe, polite and organised manner. No pushing or shoving.
4. While the driver allows some choice of seating, to ensure safe travel and help monitor behaviour, a seating plan is usual. The driver sets the plan and may change the plan from time to time. If directed to change seats, students must change to another seat immediately, without arguing.
5. Speak quietly at all times. Do not distract the driver with any of your actions or excessive talk/ noise. No swearing or using offensive language/talk will be tolerated on the bus.
6. Place school bags under seats or at your feet where possible.
7. Always keep seat belts on until the bus has stopped, and you are to exit the bus. No eating or drinking on the bus. (Though water bottles are allowed when necessary).
8. Remain in your bus seat, facing the front with your back against the seat until the bus has stopped.
9. Always treat other students and their possessions with care and respect. Keep your hands, feet and all your belongings to yourself.
10. No verbal or physical bullying or harassing of other students will be tolerated. This includes verbal put-downs, teasing, name calling, etc.
11. No inappropriate touching or hugging other students on the bus.
12. The use of mobile phones, cameras, electronic games or music devices while travelling on the bus is at the discretion of the driver. The driver makes decisions on the basis of safe travel. Phones and games if used should be kept on silent mode.
13. Do not throw anything inside or out of the bus. Nothing should be placed through or outside the windows (includes spitting, objects, arms, waving, etc.).
14. Full school uniform is to be worn correctly at all times on the bus.
15. Leave the bus stop in a safe way, staying on footpaths and following all road safety rules. Never cross the road in front of the bus. Use crossings or traffic lights to cross roads where available.

**Students:** Remember that your place on the bus depends upon your behaviour. Unacceptable student behaviour places at risk, the safety of **all** travelling on the bus.



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## Bus Operational Conditions

1. The morning bus student pickups commence at approximately 7:00 am to reach the College by 8:15am.
2. The afternoon student drop-offs commence at 3:15pm and conclude by 4:30pm.
3. All bus routes are set at the commencement of each year, and are planned to reach and offer a service to as many school families that initially request access to our bus system. As our bus demand increases throughout the year, we will always try to offer any new applicant family, the closest efficient solution to accommodate an application. Our aim is to be able to service the major roads in most of the local areas/suburbs. We use a hub system and collect students as close as possible to estates.
4. The College understands parents' concerns and the desire for convenience in regards to their child/ren's access to a bus. However, due to the limited time to cover such a large area, it may not be possible to meet each families preferred pickup and drop off location.
5. If you do not require a scheduled daily pickup of your child/ren, it is important that you contact the bus driver directly at 7am, to give such information.
6. If requesting any small or short term adjustments to normal bus arrangements, a signed request is to be presented to the College Bus Coordinator. Families need to allow an appropriate time for us to respond to requests.
7. Any longer term changes to the 'Location Details' on the 'Confirmation of Student Bus Transport – 2017', will need to be renegotiated with the College Bus Coordinator.
8. The buses always try to remain in a consistent/regular time frame every day, to assist all families using the bus. The Bus staff (usually the designated driver) will contact you (on the phone numbers you supplied), if the bus will be very late to the drop off location. (Please be mindful of the increasing traffic and road works.)
9. As a growing school, we are only able to provide a limited bus seating capacity. In the event of a bus reaching full seating capacity, preference will be first given to full time year passes, then casual bus pass holders.
10. In situations where a parent/carer is to meet their child at the bus stop and the parent/carer is not at the designated bus drop off location, the driver will continue and complete the total bus route. At the completion, the child will be delivered back to the College Reception.
11. The Bus Staff will comply with all Queensland Transport legislation for breaches of bus student conduct and the resultant consequences.