

Application for Student Bus Transport – 2024

Family Details			
Name of person completing form			
Home Address			
Email Address			
Mobile Number			
Emergency Contact		Mobile Number	

Students Applying for Bus Transport

Family Name	First Name	Year Level	Medical Information

Bus Transport is requested for:			
Please select one:	<input type="checkbox"/> Full time	<input type="checkbox"/> AM (one way only)	<input type="checkbox"/> PM (one way only)
Preferred Pick-Up Location			
Preferred Drop Off Location			
Requested Commencement Date			
Will anyone be waiting at the bus pick up / drop off location?	Yes / No		
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.			

Does your child/ren have any behavioural issues related to bus travel? If yes, please detail.
Has your child/ren been refused or suspended from any Bus Transport previously? If yes, please detail.

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Agreement	
1. I will ensure my child's bus fees are paid in advance or by functional direct debit.	Yes / No
2. I accept the College's 'Terms & Conditions of Student Bus Travel' (pages 4&5)	Yes / No
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.	Yes / No
4. I will teach, discuss, and promote safe bus travel with my child/ren.	Yes / No
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.	Yes / No
6. I will make any requests for changes to the details listed in the Application Form (pg 1) by filling a change of details form and sending it to the College Bus Manager in a timely way – at least 2 full working days' notice is required.	Yes / No
Applicant Signature	Date

Fees	
Arrangements for payments must be made before commencing bus travel	
<input type="checkbox"/>	Added into fortnightly Direct Debit payments with School Fees (upon approval by Fees Department)
<input type="checkbox"/>	Annual upfront payment before Friday, 19 th January 2024 (discount applies)

Next Step in the Application Process

1. Return pages 1 & 2 to Reception at Staines Memorial College. Or email: bus@staines.qld.edu.au
2. The SMC Bus Manager will review and process your request (48 hours required)
3. The SMC Bus Manager will contact you to discuss your request details and will confirm or decline the application.
4. If accepted, the SMC Bus Manager will send you a confirmation letter stating pick up & drop off details, this needs to be signed by the parent/caregiver and returned to the bus manager before the student can catch the bus.
5. You must make arrangements for payment with SMC Administration before commencing bus travel.

Office Use Only: Date and time application was received		
Date:	Time:	<input type="checkbox"/> Copy to Fees Advisor
Payment Method:		

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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 it has 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 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 2024.

Bus Transport Information

Bus fees are applied after the College Bus department has approved your application. You will be notified by the SMC Bus Manager regarding this. Bus fees are required to access our morning and afternoon bus transport network.

There are **2 options** available when paying bus fees:

Annual Bus fee – Full Time

This fee will give access to both morning and afternoon bus travel for the whole year of 2024.

This is a full-time/full year travel option. An annual fee is the cheapest payment method.

Annual Bus fee – One Way Only

This fee will give access to either morning or afternoon bus travel for the whole year of 2024.

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

Annual Bus Fees								
Number of Children	Full Travel				One Way (either AM or PM)			
	Zone 1	Zone 2	Zone 3		Zone 1	Zone 2	Zone 3	
1	\$1,136	\$2,123	\$2,669		\$695	\$1,463	\$1875	
2 or more	\$1,616	\$3,094	\$3,816		\$1,297	\$2,162	\$2,674	
All bus travel is to be either paid for upfront or by Direct Debit. Seats on buses are not guaranteed if payments are not in advance or on a functioning Direct Debit. SAVE! An upfront discount is available for families where Annual Fulltime / One way bus fares are paid in full by Friday 6 th February 2024.								

	OSHC Fee per Term	
Full Time	\$303.00	Am and Pm
Part Time	\$151.00	One way only

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Terms and Conditions for 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 Manager.
2. The bus 'Application for Student Bus Transport – 2024 form is only valid until the end of the 2024 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 submit a new 'Application for Student Bus Travel - 2024 to resume travel. Continuing transport following suspension is not a guarantee.

Safe Student Bus Travel

The safety of our college students and staff are of the highest priority to us. Every school day throughout the year a significant number of our students travel on buses on either sport/ 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 aboard.

To help build a spirit of co-operation 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.

Bus Behaviour and Conduct – Information for Parents

1. Parents/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. 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 before leaving the bus in the afternoon.
3. Buses run to a time schedule every day. If your child is not at the designated morning location pick up, the driver will wait 2 minutes and then continue their route. In the afternoon, all buses depart the College at 3.10pm. 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 makes 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. Always speak quietly. Do not distract the driver with any of your actions or excessive talk/ noise. No swearing or use of offensive language/talk will be tolerated on the bus.
6. Place school bags 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.

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- 9.
10. Always treat other students and their possessions with care and respect. Keep your hands, feet and all your belongings to yourself.
11. No verbal or physical bullying or harassing of other students will be tolerated. This includes verbal put-downs, teasing, name calling, etc.
12. No inappropriate touching or hugging other students on the bus.
13. The use of mobile phones & Cameras is not allowed on our buses. Electronic games or music devices are only allowed with the use of headphones.
14. 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.).
15. Full school uniform is always to be worn correctly on the bus.
16. Leave the bus stop in a safe way, staying on footpaths and follow all road safety rules. Never cross the road in front of the bus. Use crossings or traffic lights to crossroads 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.

Bus Operational Conditions

1. The morning bus student pickups commence at approximately 6:45 am to reach the College by 8:15am.
2. The afternoon student drop-offs commence at 3:10pm 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 regarding 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 family's 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 phone number by sending a text message directly before 6:30am to give such information to the driver.
6. If requesting any small or short-term adjustments to normal bus arrangements, a signed request is to be presented to the College Bus Manager for consideration. Families need to allow an appropriate time for us to respond to requests. The request is determined by the Bus manager. Bus drivers cannot make any changes to their runs.
7. Any longer-term changes to the 'Location Details' on the 'Confirmation of Student Bus Transport – 2024', will need to be renegotiated with the College Bus Manager.
8. The buses always try to remain in a consistent/regular timeframe 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, applications will go on a waiting list.
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.

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Code of Conduct for School Students Travelling on Buses Information for Students

What is the Code of Conduct for School Students Travelling on Buses?

The Code outlines expected standards of primary, middle and secondary school student behaviour while travelling on buses so that bus travel can be safe and enjoyable for everyone. The Code provides clear processes for dealing with misconduct and outlines consequences for students who misbehave. The Code encourages all students to be safe and responsible passengers.

How can I be a safe and responsible passenger?

If you follow these guidelines for student expected behaviours you will be a safe and responsible passenger:

Students' role

To be a safe and responsible passenger.

Students' rights

- To be safe
- To be respected and treated fairly

Students' responsibilities

- To act safely and responsibly by:
 - following driver instructions
 - following the bus rules and the Code
 - respecting self and others
 - respecting own property and the property of others
 - communicating respectfully with others
 - accepting consequences for bus misconduct.

Students' expected behaviours

- Hail the bus and wait in an orderly manner.
- Respect other people and their property.
- Behave in a way that ensures a safe bus journey for all passengers by:
 - following bus rules
 - staying in the right place
 - behaving in a calm, non-aggressive way
 - keeping hands and feet to self
 - speaking politely
 - storing all objects safely
- Get off the bus in an orderly manner.
- Follow the driver's safety instructions.

Description of students' expected behaviours

Hail the bus and wait in an orderly manner

- Stand in a visible location or at a designated bus stop
- Stand well back from the edge of the road when waiting for the bus
- Hail the bus as it approaches
- Remain quiet and calm without pushing or shoving
- Be patient and wait until the bus comes to a complete stop before getting on
- Have bus pass, ticket, card or money ready
- When the bus stops, move quietly to the bus

Great state. Great opportunity.



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Respect other people and their property

- Speak respectfully to the driver and other passengers.
- Respect other people's belongings and personal space.
- Ask for permission before touching other people's belongings.
- Keep hands, feet and belongings to self.
- Follow the driver's directions.
- Follow the bus rules.
- Look after the bus and bus equipment by making sure students:
 - leave the bus and bus equipment tidy and undamaged
 - report any damage to the driver.

Behave in a way that ensures a safe and enjoyable bus journey for all passengers

- Show the driver bus pass, ticket or ID upon request.
- Pay the correct bus fare.
- Show care, courtesy and common sense while on the bus.
- Sit properly on the bus (if a seat is available) and make sure to:
 - place feet on the floor
 - keep hands and feet out of the aisle
 - face the front of the bus
 - wear a seatbelt at all times, if one is available
 - store belongings under the seat or in an appropriate luggage area
 - remain seated until the bus has come to a complete stop and the door is opened
 - keep entire body inside the bus.
- If required to stand:
 - remain in the area designated by the driver
 - face the front of the bus
 - hold the rail firmly.
- Avoid distracting the driver and remember to:
 - speak quietly
 - use calm voices and polite language
 - use headphones or mute options when using hand-held computer games or electronic devices.
- Keep doors and aisles clear.

Set off the bus in an orderly manner

- Get off the bus at the designated stop.
- Press the stop button once to signal the intention to get off at the next bus stop or raise hand and say "next stop" to the driver.
- Begin to move to get off the bus when the bus has come to a complete stop and the door is opened.
- Gather belongings and leave the bus in a quiet, safe and orderly way.
- Remove headphones so that the traffic can be heard.
- Wait in a safe location until the bus has moved away before making a decision to cross the road.

- Cross the road safely
 - look to right, left, right again
 - make sure the roadway is clear
 - walk, don't run.

In case of an emergency or a breakdown, follow the driver's safety instructions

- Follow the driver's instructions at all times.
- Wait until the bus stops before standing up to get off.
- Leave the bus in a quiet and orderly way.
- Wait in the area indicated by the driver.

What are the possible consequences for not following the Code*?

Category 4: The behaviour is immediately life threatening

- Refused bus travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year).
- Permanent refused travel.

Category 3: The behaviour is dangerous/destructive and highly likely to cause immediate harm to property and others.

- Refused bus travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

Category 2: The behaviour is unsafe where there could be harm to property and others

- First Report – refused bus travel (maximum five school days).
- Repeat Report within 10 school weeks – refused bus travel (maximum 10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

Category 1: The behaviour is irresponsible but not likely to cause harm

- Report of single incident – written caution considered.
- Report of repeat of incidents in single journey – written caution and/or one to two days refused travel.
- First Repeat Report in 10 school weeks (repeat incidents across multiple journeys) – written caution and/or one to two days refused travel.
- Second Repeat Report in 10 school weeks – maximum five days refused travel and/or behaviour agreement for up to 10 school weeks.
- Third Repeat Report in 10 school weeks – maximum 10 days refused travel and/or behaviour agreement for up to 10 school weeks.

** In some circumstances an alternative consequence may be considered appropriate.*

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