

Application for Student Bus Transport

2026

Family details			
Name of person completing form			
Home Address			
Email address			
Mobile No.			
Emergency Contact		Mobile number	

Students applying for Bus Transport

First Name	Family Name	Year Level	Medical Information

Additional details

Bus Transport request

Please select one	<input type="checkbox"/> Full time	<input type="checkbox"/> AM (one way only)	<input type="checkbox"/> PM (one way only)
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Requested commencement date

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	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 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
7. I will arrange for a responsible adult to accompany my child/ren to the agreed AM/PM Transit Point	Yes / No

Applicant Signature		Date	
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Next Step in the Application Process

1. Return the Application for Student Bus Transport to Reception at Staines Memorial College or email it to bus@staines.qld.edu.au
2. The SMC Bus Coordinator will review and process your request (48 hours required)
3. The SMC Bus Coordinator will contact you to discuss your request details and will confirm or decline the application.
4. If accepted, the SMC Bus Coordinator 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 coordinator before the student can catch the bus.
5. Fees department will be in touch regarding bus fees

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, which can include refusal of travel. 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:
 - paying a fare
 - 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 (which can include refusal to travel).

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.

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.

Get 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.*

#Refused travel may apply to all services utilised by the student for travel to/from school operated by different bus operators.