

Bus Transport Information Pack

Staines Memorial College offers a bus service for student travel to and from the College every school day.

This Bus Travel Information Pack is to assist you with your student bus transport application. For any further questions, please do not hesitate to contact our College Bus Department.

Included in this Transport Information Pack is:

- Bus Travel - Terms and Conditions
- Student Bus Rules
- Bus Transport Fee Schedule
- Queensland Transport Department Brochure – Code of Conduct for School Students Travelling on Buses
- Application for Student Bus Transport

Student Bus Travel Application Procedure

1. Complete and return a copy of the Application for Student Bus Transport – 2026 to the College Bus Department via College Reception or email bus@staines.qld.edu.au

2. Within this application you will be asked to acknowledge your agreement to:

- a. Application for Student Bus Transport
- b. Bus Travel - Terms and Conditions
- c. Student Bus Rules
- d. Queensland Government Code of Conduct for Students Travelling on School Buses

3. After receiving your completed **Application for Student Bus Transport**, the College will process the form within 5 working days.

4. When your *Application for Student Bus Transport* has been processed, the College will formally reply via email with a **Confirmation Letter for Student Bus Transport** confirming all details regarding bus travel. **The College requires you to sign and return this agreement prior to any bus travel commencing.**

5. If the College is unable to offer you a bus seat immediately due to high demand on that run, we will contact you and place your application on a priority student bus waiting list.

6. Payment arrangements for the Bus Transport Fees will be arranged by you with the College Fees Advisor prior to any bus travel commencing.

1. Bus Travel - Terms and Conditions

Staines Memorial College owns and operates a school bus service for our students. We are governed in all our operations by the Queensland State Government Transport Department and the Public Transport Legislations and Regulations.

Please take the time to read carefully the following 'Terms & Conditions', to which you agree, when you sign the Application for Student Bus Travel

College Buses

The College operates daily scheduled bus runs to provide coverage of some areas/suburbs in Redbank Plains, Collingwood Park, Riverview, Goodna, Redbank, Bellbird Park, Augustine Heights, Brookwater, Springfield, Camira, Springfield Lakes, Springfield Central, Spring Mountain, White Rock, Ripley, South Ripley, Flinders View, East Ipswich. Our buses are mechanically maintained and serviced in compliance with the Queensland Passenger Transport Regulation and Conditions.

We are a growing school with an increasing number of families requesting access to our bus service network. To accommodate this growth, the College uses larger buses for increased seating capacity on our run. These buses are not suitable in smaller streets, therefore we have designed all our bus runs to travel on the wider streets in our suburbs.

When the bus application has been completed, it will be formally documented and a confirmation letter will be sent to you, for your agreement and signature. A copy of the **Confirmation Letter for Student Bus Transport** signed by parents or cares is to be returned to the Bus Department prior to any bus travel commencing.

The morning bus picks up start at approximately 6:45 am to reach the College by 8:15 am. The afternoon bus drop-offs start at 3:10 pm and finish by 5:00 pm.

If you no longer require bus transport for your child/ren, for any reason, please notify the Bus Department at bus@staines.qld.edu.au

The College reserves the right to make changes to any existing bus arrangements (Transit Points, times & bus run) given 5 working days' notice.

The Application for Student Bus Transport and the Confirmation Letter for Student Bus Transport are only valid until the completion of the school year in 2026. A new Application for Student Bus Transport will be required for each school year.

Locations for Student bus access

AM & PM College Bus Service - The College has pre-set bus routes, directions, times and seating capacities to assist with best coverage of the suburbs, with multiple Transit Points (TP) for easy access to the bus service. The Transit Points (TP) on the bus runs are for pick-up and drop-off locations to assist with maximum access for students requiring bus service in the area. Details of these Transit Point locations are available in this pack. At the Transit Point locations, parents/carers are required to make arrangements for the safe arrival and collection of their children in accordance with the *Parental responsibilities* outlined in this document.

Parental responsibilities

AM – Morning pickup - Have your child/ren ready to board the bus at the arranged time & Transit Point every morning. If the student is not at the designated location pick-up in the morning, the driver will wait 2 minutes and then continue their route. We are unable to wait and put at risk other students waiting at their stops for their scheduled pickup.

It is the Parent/Carer's responsibility to arrange for a responsible adult to accompany the child/ren to the agreed AM Transit Point and remain until the student boards the bus.

If a student does not require their normal AM bus travel on a particular morning, please contact the bus driver's phone number by sending a text message before 6:30 am

Note: Students are not permitted to request a change or adjustment to existing bus travel arrangements.

PM - Afternoon drop off - In the afternoon, all buses depart from the College at 3:15. If a student is late and misses bus, the student will be able to call parents/cares from Reception and make other transport arrangements.

If a student does not require their normal PM bus travel on a particular morning, please contact the bus driver's phone number by sending a text message before 2:30 pm.

It is the Parent/Carer's responsibility to arrange for a responsible adult to be at the PM Transit Point in the afternoon to collect the student at the agreed time.

Note for Parent/Carer of Primary Student: If a Parent/Carer is not at the designated Transit Point location and the driver is unable to contact the Parent/Carer, the driver will complete the bus run and return the student to Staines Memorial College.

The Parent/carer is to support the College by discussing and promoting with your child/ren, the Student Bus Rules and the Rights and Responsibilities of Bus Students outlined in the Code of Conduct for Students travelling on Buses.

Advise the Bus Department if you have any travel concerns or wish to report any incidents relating to your child's travelling on the school bus.

Busminder

Staines Memorial College provides families with access to the **BusMinder Parent App**, allowing parents and carers to monitor their child's bus travel in real time, see allocated boarding location, receive notifications when child boards and leaves the bus, receive alerts if a bus is running late, has been replaced, or is not operating on a particular day.

Students will be issued with a dedicated BusMinder Fob. It is important that students have their Bus Fob with them each time they travel and that they tap on in the morning and then tap on and off in the afternoon. Lost or damaged fobs must be reported to the College as soon as possible and **a replacement fee of \$15.00 will apply for any lost BusMinder Fob.**

As students board the bus, they tap their BusMinder Fob against the BusMinder unit on the bus which records their name, location and boarding time. This 'tap' will provide parents with information that their child has boarded or departed the bus via the BusMinder app notification.

To set up the app, parents need to download the BusMinder Parent App:

- [Apple App Store](#)
- [Google Play Store](#)

Instructions:

1. Open the app and select **Login**
 3. Enter the email address you have provided to Staines Memorial College.
 4. Select **Forgot your password?** to create your own secure password.
 5. Log in using your email address and new password.
 6. When prompted, allow the app to send notifications. We strongly recommend enabling notifications so you receive real-time updates about your child's bus journey.
- Important** -Please do not log out of the app, as this may prevent you from receiving notifications and service updates.

Conditions of Travel

Students must obey the *College Student Bus Rules* and the Queensland Transport *Code of Conduct for students travelling on school buses* and the directions of the driver.

Parents/Carers must notify the Bus Department of any changes to their child's usual school or travel schedules or their pick-up/drop-off arrangements.

Students registered at the bus are not able to take other students on the bus unless they have completed the Bus Application process.

All bus fees are to be arranged with the College Fees Advisor before travel commences.

Student Behavior on buses

The College, as a Bus Operator of a School Transport Service, are obligated to abide by the Queensland Government Legislation regarding Code of Conduct for School Students Travelling on Buses. In the Bus Travel Information Pack, you can find a copy of the Code of Conduct for School Students Travelling on Buses (Part F) brochure to discuss with your child, also a copy of the Student Bus Rules.

Should your child/ren breach these rules the College will contact you for assistance to remedy the inappropriate behavior. If the behavior breaches continue, we will follow the steps outlined in the Code of Conduct for School Students Travelling on Buses.

Student Bus Travel may be suspended or withdrawn if:

- A student or parent/carer fails to comply with the College Bus Transport Terms & Conditions or the Code of Conduct for Students Travelling on School Buses.
- A student is continually breaching the Student Bus Rules or has been consistently disruptive to other passengers or fails to comply with directives from the bus driver or other College staff.
- Any circumstances which make it unsafe or impractical for the student to continue to travel on the bus.
- The student behaves in a way that endangers the safety of other passengers or causes malicious damage.
- The parent/carer continually fails to deliver the student to or collect the student from the agreed Transit point.
- The student requires any ongoing medical treatment which may affect the overall bus service.
- The Parent/Carer fails to advise the bus driver or Bus Department when the student is not travelling.

Temporary or permanent refusal of travel will occur only after consultation has taken place between the student, Head of College/ Head of School, parent/carer and Bus Department.

Medical Conditions

Indicate on the **Application for Student Bus Transport** whether your child has any medical conditions relating to travelling on a bus.

The driver's primary role is to drive the bus. Drivers also try to ensure that students have a pleasant experience whilst travelling on the bus. Should the student require any medical treatment during transportation, please note that an ambulance will be called if required.

Changes/cancellations to existing transport arrangements

Any request for permanent changes to the existing travel arrangements will need to be submitted by completing a new Application for Student Bus Transport form to the Bus Department and will be processed as per availability.

Contact the Bus Department via email bus@staines.qld.edu.au or SMS the driver during the day to inform or request any changes to PM drop off arrangements. (bus driver phone number will be available in the confirmation letter)

Students are not permitted to request a change or adjustment to existing bus travel arrangements. Parent/carers must make a request in writing or via email to the Bus Department.

The Application for Student Bus Transport 2026 will expire on 31 December 2026.

2. Student Bus Rules

The Bus Driver's job is to safely drive students between the school and their home, therefore the bus driver has complete authority over the Bus and all students on board.

As a student using our buses, you are required to:

1. Follow the bus driver's safety instructions without argument. Show respect for the driver's authority.
2. Wait in a safe and organised manner. Enter and exit in a quiet, safe, polite and organised manner.
3. Avoid any action, noise or words that could distract the driver. Be respectful and use quiet voices.
4. No swearing or use of offensive language/talk will be tolerated on the bus.
5. For your own safety, remain sitting facing the front with your back against the seat (no turning around). Seat belts must be worn correctly, firmly fitted across the lap when using a lap belt or a firm fit across the body for a sash belt. Do not move from your seat. Should you wish to move, ask the Bus Driver for permission.
6. Show respect: Care for others and their property. Keep hands, feet and other objects to yourself. No verbal put downs, teasing, name calling or swearing. No lewd behaviour. Do not put your feet on the seat or the back of the seat in front of you.
7. Place school bags at your feet where possible.
8. All College Rules apply on the bus including remaining in full school uniform with shoes on.
9. If you see any inappropriate behavior of another student on the bus or feel you are being harassed, or under threat please report to the Bus Driver immediately, so they can address the situation. In an emergency, you can go to the front of the bus for help at any time once the bus is stationary.
10. 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.
11. The use of image capturing and voice recording devices such as cameras, voice recorders and video including those components on mobile phones and iPod etc. are not permitted.
12. No eating on the bus, including lollies or gum. Water bottles with caps are permitted only.
13. All sporting equipment, including balls, must be left at the front of the bus or as the driver directs.
14. When departing the bus, please remove your rubbish.
15. Leave the bus stop in a safe manner, walk in footpaths and follow all road safety. Never walk behind or in front of the bus.

16. Remember that your place on the bus depends on your behaviour. The College would like all our students to have a pleasant bus experience. To show your appreciation, please greet the bus driver on entry and thank the bus driver upon leaving.

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.

3. Bus Transport Fee Schedule

Bus fees are applied after the College Bus department has approved your application. You will be notified by the SMC Bus Coordinator 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 2026. This is a full-time/full year travel option.

Annual Bus fee – One Way Only: This fee will give access to either morning or afternoon bus travel for the whole year of 2026.

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

Annual Bus Fees						
Number of children	Full Travel			One Way (AM or PM)		
	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3
1	\$1,228	\$2,296	\$2,776	\$752	\$1,582	\$2,028
2 or more	\$1,748	\$3,346	\$3,969	\$1,402	\$2,338	\$2,892

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 the 30 of January 2026.