

Form 1: Application for Permission to Travel – School Students

This form is for school students requiring regular bus travel.

This form can also be used for pre-school students together with the *Form 6: Written undertakings for pre-school students*.

- Form 2 Student ad hoc travel
- Form 3 Post-Secondary students

For other types of travellers, please use the appropriate form: • Form 4 – General public

'ear:	Term:	Submit completed and signed form to enrolled school or coordinating school	

APPLICANT DETAILS																		
RESIDENTIAL ADDRESS																		
Street Address:																		
Town/Suburl	o:							State:				Postcode:						
Exact distance	e (in kr	n) by	the sho	test p	oractical	ble rout	te: H	Hom	e to sch	nool:		km	Hom	me to bus stop:):	kı	n
	POSTAL ADDRESS																	
☐ Same as above																		
Postal Address:																		
Town/Suburl	o:								State: Posto						ostcode	2:		
PARENT/GUARDIAN DETAILS																		
First Name:							Surnam	rname: Tel						ephor	phone:			
First Name:							Surnam	ne:					Tel	ephor	ne:			
Email:																		
Emergency	1.Nan	ne:					R	Relat	ionship	:	7			Telephone:				
contacts	2.Nan	ne:					R	Relat	ionship	:					ne:			
							TRAVE	ELLE	R DET	AILS								
							STU	JDEI	NT ON									
First Name:							Surnam	ne:					D	ate of	f birth:			
Travel start date: School enrolled: Year level at time of travel:																		
Any medical	proble	ns or	require	nents	the dri	ver sho	uld be n	otifi	ed of?	If yes,	pleas	e provid	de details	5:	100000			
Which days d	o you ir	ntend	to use th	is ser	vice? (ch	neck the	e applical	ble b	ox/s):									
MON		TU	JE			WED				THU				FRI				
							STU	IDEN	NT TW	כ								
First Name:							Surnam	ne:					D	ate of	f birth:			
Travel start o	late:			Sc	chool en	rolled:										level of tra		
Any medical	nrohlei	ns or	require	ments	the dri	ver sho	uld he n	otifi	ed of?	fves	nleas	nrovid	e details		time	OI LI a	vei.	
7 Try Treateur	proble	110 01	require	110110	o tire arr	VC1 3110	ara se ri		- Cu O1.	. 400)	picas	provid	e details	•				
Which days d	o vou ir	ntend	to use th	is ser	vice? (ch	neck the	applical	ble b	ox/s):									
MON	- 7		TU				WED			1	Т	HU			FR	ı		
Wient		,		_					T THRI		<u> </u>							
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 d	o you ir	ntend	to use th	is ser	vice? (ch	neck the	e applical	ble b	ox/s)									
MON			TU	E]	WED				Т	HU			FR			

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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.
- Supervision is not provided at roadside stops. Parents/guardians are responsible for their children upon disembarking the afternoon service.
- Parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent
- 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.

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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.

I understand that if my child(ren) are assessed as not eligible for transport assistance, I will be required to pay a Term fare of \$125 for each child or I may apply for a fare exemption. Fare exemption criteria are listed on page 4 of this application form.

If assessed as not eligible (fare payer or with an exemption), I understand that my child(ren)'s permission to travel on the school bus service is subject to the following terms and conditions:

- 1. My child(ren) may only travel where seating is available on the service after all students with prior rights have been accommodated.
- 2. I will make alternative arrangements if seating becomes insufficient after students with prior rights to travel are accommodated.
- 3. My child(ren)'s continued access to the bus service will be subject to review at the end of each term.
- 4. My child(ren) may not form a case or part of a case for the retention, extension or addition of services, or a route or timetable alteration, or the provision of a larger vehicle.
- 5. Curriculum preference does not guarantee my child(ren) continued access to the school bus service.

I acknowledge the decision about whether my child(ren) can travel on the school bus service is at the discretion of the coordinating principal and may be reviewed at any time in accordance with these terms and conditions.

Parent/guardian name:	
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 one	Student two	Student three
Student name:			
Student signature:			
Date:			

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ELIGIBILITY CHECKER Use this chart to assist in determining the student's eligibility to travel on a school bus. Student access to a School Bus *Exemption Criteria Does the student have access to public Refused entry to their nearest school transport within 1.6km of home or nearer Is in Year 11 or 12 and taking two or more VCE than the school bus? subjects at another school that are not available at their nearest school/campus. Is attending their nearest single-sex school. \bullet Is attending a school that has recently amalgamated or a new school has opened so the student is no longer considered to be attending their nearest school. NO Is attending a split campus school and for continuity of education is required to bypass a closer school offering the equivalent year level. Victorian resident attending their nearest interstate school and lives 4.8km or more from the school. Is the student a Victorian resident attending Student cannot be approved for their nearest government school or non travel on the school bus. government school by denomination? However, they may be eligible for transport assistance through the Conveyance Allowance Program. NO Does the student Does the student live 4.8km or more meet one of the from the school attended? Exemption Criteria?* NO Does the student fit into one of the following Student is Student is categories? **ELIGIBLE** NOT ELIGIBLE • There is no bus or the bus route is 4.8km or more from the student's nearest government school • The student's nearest government primary school is not staffed to supervise students Student may be able to access the arriving early off a bus service bus at no cost if seats are available. • Sibling of an already eligible student (sibling Seat must be relinquished for an eligible rights are limited and specific) traveller. Pre-school student Student can travel at no cost NO Is a bus seat available? Student is Student is NOT ELIGIBLE **NOT ELIGIBLE** NO Student is FARE EXEMPT Student is a FARE PAYER Student may be able to access the bus at no cost Student may be able to access the if a seat is available. bus upon payment of a fare if a seat is Children meeting the Exemption Criteria can retain available. Student waitlisted. An application for a their seat, however special category travellers must Student placed on Seat must be relinquished for an conveyance allowance can be made until relinquish their seat should it be required for an a bus service eligible traveller. a seat becomes available eligible traveller.

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OFFICE USE ONLY											
Date Form Received:			Received By (name):								
Date Form Assessed:			Form signed? Return to applicant if not signed								
For pre-school studen	ts, has	the <i>Form</i>	6: Written undertakings for	pre-school passenger		☐ Yes ☐ No					
☐ Application Approv	red		☐ Application Declin	ned		Wait	☐ Yes ☐ No				
Have any of these stud	dents b	een gran	ted eligibility based on an ex	cemption? If yes, spec	ify e	xemption from	policy:				
Student one:											
Student two:											
Student three:											
Please indicate the student's Eligibility Status below (Eligible, Not Eligible – Fare Payer, Not Eligible – Exempt)											
Student one:											
Student two:											
Student three:											
Total Fare amount (if applicable):	\$		Has Parent/	☐ Yes ☐ No	Date:						
Fares collected?	□ Yes	□ No	Has Parent been notified in	n writing of travel stat	us?	☐ Yes ☐ No	Date:				
			BUS SERVIC	E DETAILS							
AM Bus Service (s)											
Bus route allocated:				Bus operator:							
Interchange details -if	req.:			Bus operator:	us operator:						
Pick-up bus stop locat	ion:			Pick up time:							
Drop off bus stop loca	tion:			Drop off time:							
Seat number allocated	d:			Bus roll updated:	: □ Yes □ No						
Comments:											
PM Bus Service (s)											
Bus route allocated:				Bus operator:							
Interchange details -if	req.:			Bus operator:							
Pick-up bus stop locat	ion:			Pick up time:							
Drop off bus stop loca	tion:			Drop off time:							
Seat number allocated	d:			Bus roll updated:		Yes □ No					
Comments:											
IMPORTANT:											
_			ns that a fare payment is requ		о со	mmunicate the	full fare	e amount and			
• •	the fare payable due date prior to advising that travel is approved.										
Parents/Guardians must be advised that travel cannot be approved until fare payment (term by term) is made.											
Please ensure that all fares collected are recorded on the fares acquittal template, available on the Depart							partme	nt's website.			
School Bus Coordinat	e:										
School Signature – Co	ordina	ting Princ	cipal / Delegate signature:								
Date:											

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