



# Bus Application Form

Year	2021	Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED
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## APPLICANT DETAILS

### RESIDENTIAL ADDRESS

Unit #		Street #		Address					
Town/Suburb				State		Postcode			

### PARENT/GUARDIAN DETAILS

First Name		Surname		Telephone	
First Name		Surname		Telephone	
Email					

## TRAVELLER DETAILS

### Student one

First Name		Surname		Travel start date					
Campus									
Which days do you intend to use this service? (please check relevant boxes)				Usage:	Full Time	Usage:	Casual		
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>

### Student two

First Name		Surname		Travel start date					
Campus									
Which days do you intend to use this service? (please check relevant boxes)				Usage:	Full Time	Usage:	Casual		
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>

### Student three

First Name		Surname		Travel start date					
Campus									
Which days do you intend to use this service? (please check relevant boxes)				Usage:	Full Time	Usage:	Casual		
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>

## BUS SERVICE DETAILS

### AM Bus Route / Stop Details

Bus route name		Bus stop name	
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### PM Bus Route / Stop Details

Bus route name		Bus stop name	
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## OFFICE USE ONLY

Date form submitted					
Manual Roll Updated		Synergetic Tag List		Roll Call Stops Allocated	
Synergetic Transport Tab		Roll Call Tag No		Finance RCPP	

## Bus Expectations

When travelling on the bus, students must ensure they behave in accordance with the Student Code of Conduct.

### Students also need to follow the below bus behavior expectations:

- Scan on and off the bus every time the bus service is used.
- Seat belts must always be worn while on the bus.
- No food or drinks are allowed on the bus including chewing gum.
- Students can only use their designated bus and/or bus stop. Students wishing to get on a different bus or get off an undesignated stop, must have prior permission to the college by their parents/guardian 24 hours prior.
- No walking or standing in the bus while the bus is in transit.
- If using electronic devices on the bus, headphones must be used.
- No shouting, students are expected to talk in a quiet voice.
- Small toys are not be taken on buses as they can easily get lost and this will be at the students own risk.

### Parents/guardians expectations:

- All contact should be through the College, please do not approach bus drivers to make private arrangements regarding dropping off/picking up their child(ren).
- Advise the College if there are any changes to your child's travel plan on the bus by 1pm on the day of travel.
- Pick up all Primary aged child(ren) from bus stop on time or else your child(ren) will be brought back to After School Care located at the campus. The College allows Primary aged child(ren) to be accompanied by a Secondary aged sibling.
- Please notify the College if you have arranged a Secondary aged sibling, friend or another family member to pick your child(ren) from the bus stop.
- Please book and pay in advance if your child(ren) are a casual bus traveler. Full time travelers will be billed termly, and all payment is due one week before start of term. All payment must be made using the RollCall App.

#### **PARENT/GUARDIAN TO COMPLETE:**

I/We certify that:

1. All the above details are true and correct.
2. Agree to abide by the bus expectations
3. Understand that the first bus tag is at no cost and all replacement tags will be charged at \$25.
4. Agree to discuss the Bus Guidelines with my child(ren).
5. Agree that the College reserves the right to charge an administration fee if my child(ren's) are brought to after school care when not picked up on time at their designated bus stop. This fee will be determined by the College on case by case basis, which reflects the time and cost involved with each incident.
6. Understand that the College has a duty of care and may enrol my child(ren) in After School Care.
7. Agree to register my Primary aged child in After School Care to ensure they are adequately cared for in an emergency.

It is understood that bus travel is provided and accepted on the conditions and expectations outlined in this application.

Parent/guardian name (please print) \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Please email form to: [buscoordinator@heathdale.vic.edu.au](mailto:buscoordinator@heathdale.vic.edu.au)