



BUS SERVICE

Information and Application

2021 Bus Service Agreement

Hope Christian College's bus service is a limited service provided by the College, to assist families who live a significant distance from the College (typically in a cluster) or who have genuine difficulty getting to and from Hope Christian College. Acceptance of enrolment at Hope Christian College does not guarantee access to the bus service, which requires an additional application. All new enquiries regarding use of the Bus Service should be directed to the College Office or Business Manager, not the driver. The Application for Use of Bus Service, Bus Service Payment Form and Bus Passenger Code of Behaviour are included/attached.

The 2021 bus fee of either \$180 (Zone 2 short trip) or \$230 (Zone 1 long trip) per term per student is heavily subsidized to assist College families. The charge applies irrespective of the pick up or return drop off point, and/or the number of times a week within a term the bus is used. The fee is to be paid by week 4 of each term or prior to commencing use of the service. Bus fees are subject to change at the beginning of each term.

Bus use is prioritized and allocated at the College's discretion using a preferential system based on the following factors (not in order of priority):

1. Clusters of families with similar pickup points and a significant distance from the College.
2. Families in genuine need of transport assistance ie. All other options have been considered, including OSHC and public transport.
3. Families paying for and using the service full time (rather than part time users).
4. Student's with pick up points on routes of existing bus runs.
5. Whole families (ie include all siblings of a family rather than only one child from many families)
6. Efficiency of overall bus run
7. If the previous criteria have been met, then preference is given to existing users and then on a first come first served basis.

If a student ceases paying for (using) the bus, the College cannot guarantee their place will be available, if or when they choose to use the bus service again in the future.

Unfortunately, given the limited space on the Bus Service, use of the bus services may be withdrawn, with a minimum of 5 weeks' notice to accommodate another student. Any withdrawal will be discussed with Parents/Guardians to ensure all circumstances are considered, and a refund will be given for the unused portion of a term if applicable.

Terms and Condition of Bus Service Use

1. A completed and approved application is required prior to a student accessing the bus service.
2. Students whose payments are not up to date will not be able to travel on the Bus Service.
3. Users of the bus service must adhere to the "Bus Passenger Code of Behaviour".
4. Hope Christian College reserves the right to allocate seating when/where necessary.
5. On days of potential bush fire risk, bus runs will be cancelled or delayed. Parents will be notified and will need to make alternative arrangements for drop off or pick up their children.
6. Parents/Guardians must be contactable on the phone numbers provided on the application form to receive critical information about changes to the bus run. During times when Parents/Guardians are not contactable, alternative contact details must be provided.
7. Parents/Guardians are required to advise the driver by mobile phone prior to scheduled pickup time if a student does not require the bus service on a particular day. All changes must be confirmed via SMS as notification is not complete until a reply is received. If the service is not required due to student absence the College office should also be notified of the absence.
 - a. Adhoc or Short term additions or changes to the bus run cannot be accommodated.

- b. Students cannot provide notification regarding changes.
8. If the bus service is not required for more than the next day, morning and or afternoon the College office is to be notified. If the College office cannot be contacted (ie after 4:30pm each day, weekends etc) the driver should be advised.
 9. All Changes to application form details are to be made through College office.
 10. Applicants responsible for bus fee payment will also be responsible for any repairs or cleaning of the bus required as a result of inappropriate student action/s.
 11. Hope Christian College reserves the right to change the Bus Service at any time. This most commonly will be an adjustment to pick up or drop off time as a result of a change of route.
 12. If student behaviour is not meeting expectation, the bus will stop during a run until students comply. This may result in the bus running late.
 13. Hope Christian College will not be responsible/liable for any loss or inconvenience incurred if the bus does not reach its drop-off or pick up point at the nominated time or as a result of a temporary or permanent change of bus route.
 14. Students must present to the bus immediately after College finishes in the afternoon.
 15. The morning and afternoon bus runs have the highest priority for the College's buses and accredited drivers; however, Hope Christian College will not be responsible/liable for any loss or inconvenience incurred in the unlikely event that the bus service is cancelled due to unavailability of the bus or accredited driver.
 16. The College bus is a door to door service and therefore will not drop off a student at a location other than indicated on the application form. Student/s are not to leave the bus unless someone is waiting at the arrange drop off location. If in the drivers opinion, a satisfactory drop off cannot be completed the student will remain on the bus until the end of the run, after which the student will be taken to the College's OSHC, where additional fees will apply.
 17. The Bus Service will only accommodate one pickup/drop off location per student.
 18. To ensure the ongoing benefits of a door to door service, please ensure students are ready at the pick-up address 10 minutes before the scheduled pick up time. The bus will not wait for a student who is not at their pick up point at the pre-arranged time, morning or afternoon.
 19. The Bus Service is not available on an adhoc basis or for short periods ie less than a term.
 20. Short term (ie less than a term) temporary changes or addition to a student's specific arrangements are not able to be accommodated.

BUS PASSENGER CODE OF BEHAVIOUR

When students are travelling on a College bus, they are representing the College; therefore excellent behaviour is expected.

It is the right of all College bus travellers to have the safest possible bus service. Our bus drivers are appropriately licensed and accredited, and our buses are checked, serviced and certified as required. Our drivers will treat all students respectfully and expect the same in return.

It is a requirement of all bus users to have an excellent standard of behaviour to ensure that the driver is able to perform his/her duties free from distraction and any concern in regard to the conduct of passengers.

In order for this to occur the following 'Code of Behaviour' applies to all bus passengers:

1. The bus will not wait for a student who is not at their pick up point at the pre-arranged time, morning or afternoon. Passengers should be ready at the pickup point 10 minutes before the scheduled pick up time.
2. Students must obey the driver promptly.
3. Students are to assist in keeping the bus clean including removing all rubbish.
4. No animals are permitted on the bus.
5. No one other than the driver is authorised to sit in the driver's seat, even when the bus is not in operation.

6. No Student shall be permitted to leave the bus except at drop off address, unless advised by a Parent/Guardian.
7. Passengers are required to remain seated at all times (seat belts fastened).
8. Passengers are required to be in a seated position, facing forward with no feet on seats.
9. The bus must be stationary before passengers leave their seat to alight.
10. Passengers are not to interfere with, or annoy other passengers. Interactions with other passengers should be confined to the neighbouring passenger. Interaction across the aisle or seat in front or behind should be kept to a minimum
11. Noise level must be no louder than quiet conversation.
12. No abusive language, no inappropriate conversation, no tantrums, no harassment or bullying towards other passengers and driver.
13. No throwing of any objects within or out of the bus.
14. No eating or drinking on bus, other than water.
15. All parts of the passenger's body must remain inside the bus at all times.
16. Calls on mobile phones are only permitted to arrange pickup at drop off.
17. No student shall intentionally damage the bus (including graffiti). Parents/Guardians will be responsible for any repairs or cleaning of the bus required as a result of inappropriate student action/s.
18. Damage to bus should be reported immediately.

Senior students are expected to assist by reporting breaches of these rules to the driver prior to them escalating to a dangerous level. Student/s and/or Parents/Guardians are to report any/all emerging issues to ensure issues do not escalate.

The driver is responsible for managing behaviour on the bus in line with the Code of Behaviour. To allow the driver to concentrate on driving, minor breaches may not be addressed immediately. However, when appropriate, minor breaches will be addressed directly with the students and if repeated, will be recorded by the driver. The driver will report serious and/or repeated breaches of these rules, and any incident or concern that interferes with the safe operation of the bus to the College.

The College will investigate reported issue, and when substantiated in addition to any normal consequences, the following procedure will be used:

- Step 1 – 1st incident - Formal warning
- Step 2 – 2nd incident - Less than 1 week suspension from bus travel
- Step 3 – 3rd incident - 1 week suspension from bus travel
- Step 4 – 4th incident - 1 month suspension from bus travel
- Step 5 – 5th incident - Expelled from bus travel

In the case of a serious behaviour issues, steps may be omitted following consultation with all parties and appropriate department personnel. Action will be taken in conjunction with the College Behaviour Management Policy. A student's behaviour in the College's classroom and grounds may influence their position/seat on the bus.

Parents/Guardians must address any issues through the College's grievance procedures. Students and Parents/Guardians must adhere to all College policies. For example, Student Dress Code, Student Behaviour Policy, Use of Social Media Policy, etc. Parents/Guardians should direct all concerns to the College office or the Business Manager.

Disclaimer: While all care has been taken to ensure the correctness of this information, Hope Christian College and its staff cannot be held responsible or liable for loss or inconvenience resulting from inadvertent errors.

APPLICATION FOR USE OF BUS SERVICE

PASSENGER DETAILS:

FAMILY CODE: _____

STUDENT 1: FAMILY NAME: _____ FIRST NAME: _____

Student's Mobile: _____ Year Level when Commencing on Bus _____

STUDENT 2: FAMILY NAME: _____ FIRST NAME: _____

Student's Mobile: _____ Year Level when Commencing on Bus _____

STUDENT 3: FAMILY NAME: _____ FIRST NAME: _____

Student's Mobile: _____ Year Level when Commencing on Bus _____

STUDENT 4: FAMILY NAME: _____ FIRST NAME: _____

Student's Mobile: _____ Year Level when Commencing on Bus _____

SERVICE DETAILS (Please note that the fee is per term per passenger regardless of actual usage):

RESIDENTIAL ADDRESS: _____

PICK UP ADDRESS: _____

DROP OFF ADDRESS: Same as pick up OR _____

SERVICE COMMENCEMENT DATE: _____ / _____ / _____ or start of TERM _____ YEAR _____.

Morning and Afternoon bus travel Morning bus travel only Afternoon bus travel only

Days required Monday Tuesday Wednesday Thursday Friday

Someone will be home for pick up and drop off. YES / NO If NO please give details of other arrangements:

REASONS FOR NEEDING PRIORITY ACCESS TO THE BUS SERVICE (or any other comments): _____

ADDITIONAL NOTES RELEVANT TO TRAVELING ON THE BUS INCLUDING MEDICAL CONSIDERATIONS:

PARENT/GUARDIAN CONTACT DETAILS.

These contacts MUST be available to take calls or sms around pick up, drop off and bus service times and be able to make decision regarding the student's welfare while on the bus. If Contacts are not going to be available the College needs to be advised of an alternative contact.

Contact 1: _____ Contact 2: _____

Mobile/Home Phone: _____ Mobil/Home Phone: _____

Work Phone: _____ Work Phone: _____

PARENT/GUARDIAN DECLARATION:

I certify that:

- All application details provided by me are true and correct.
- I will notify the Business Manager is writing seven (7) days prior to any significant changes.
- I understand that the fee charged is a per term fee and will not be discounted for non-attendance, for one way collections/drop offs or withdrawal of the student prior to term end.
- I accept payment will be made (or processed by HCC) at the commencement of each College term according to the options chosen on the "Bus Payment Form".
- I understand, agree to and have discussed the "Bus Passenger Code of Behaviour" and "Bus Service Agreement" with my child passengers.

_____/_____/_____

Parent/Guardian Name

Parent/Guardian Signature

Date

PTO.....

BUS PAYMENT FORM

ZONING AREAS:

ZONE 1: Lobethal, Gumeracha, Kersbrook, Virginia, Angle Vale, Gawler, Lower Barossa areas

ZONE 2: One Tree Hill, Hillbank, Elizabeths, Craigmore/Blakeview, Andrews Farm, Munno Para

ZONE COST PER TERM: **ZONE 1** \$230 **ZONE 2:** \$180

Charges for bus travel apply regardless of whether the student actually travels or not.

COST OF BUS TRAVEL: TOTAL AMOUNT PAYABLE: \$ _____ per TERM

Name of Parent/Guardian: _____

Signature Parent/Guardian: _____

Return completed form to the Business Manager, Hope Christian College.