

## BUS TRANSPORT INFORMATION PACK - 2023

With the continued growth of Warwick Christian College, we have had to streamline our bus service for 2023. This pack will outline all the changes.

If your child/ren will not require the bus on any given day, please text the bus phone by 7:00am for morning runs and 2:00pm for afternoon runs. **Bus phone: 0478 219 191 – This is a text only phone.**

If you have any further questions, please do not hesitate to contact our College Bus Department.

Included in this Transport Information Pack is:

- Part A: Student Bus Travel Application Procedure
- Part B: Bus Travel – Terms and Conditions (including links to Queensland Transport Department Brochure – “Code of Conduct for School Students Traveling on Buses”)
- Part C: Bus Transport Fee Schedule
- Part D: Student Bus Rules
- Part E: Application for Student Bus Transport - 2023

### PART A: Student Bus Travel Application Procedure

1. Complete and return Part E to the Administration Office or email: [admin@warwickcc.qld.edu.au](mailto:admin@warwickcc.qld.edu.au)
2. Within this application you will be asked to acknowledge your agreement to:
  - a. The College – ‘Application for Student Bus Transport - 2023’
  - b. The College Bus Travel - ‘Terms and Conditions’
  - c. The College - ‘Student Bus Rules’
  - d. Queensland Governments - ‘Code of Conduct for Students Traveling on School Buses.’
3. Upon receipt of your application, the College will process the completed Bus Transport Application Form and confirm with you the closest Transit point available to service your transport request.
4. When your ‘Application for Bus Transport - 2023’ has been processed, the College will formally reply via email with a ‘Student Bus Transport Agreement’ confirming all details regarding bus travel. The College requires you to sign and return this agreement prior to any bus travel commencing.
5. Should the College be 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 with your tuition fees by the College Fees Advisor.

### PART B: Bus Travel - Terms & Conditions

Warwick Christian College owns and operates a School Bus Service for our enrolled students. We are governed in all our operations by the Queensland Government Transport Department and its “Public Transport” Legislations and Regulations.

#### Section 1 - College Buses

- a) The College operates scheduled bus runs.
- b) The College has pre-set bus routes, directions, times, and seating capacities to assist with best coverage of Warwick.
- c) We are a growing school with an increasing number of families requesting access to our bus service network. With a limited capacity of 23 students per run.
- d) Students travelling in from outlying districts to the High School will receive priority for seating.
- e) All bus runs are structured in such a way that your child may be picked up any time from approximately 7:00am in the morning and dropped back to an agreed location before 4:15pm in the afternoon.
- f) When all bus arrangements have been agreed to, they will be formally 5 pt documented as a contract and sent to you, for your agreement and signature. A copy of a signed ‘Bus Travel Agreement’ is to be returned to the Bus Department prior to any bus travel commencing.

## Section 1 - College Buses (cont).

- g) If you no longer require bus transport for your child, for any reason, please notify the Bus Coordinator in writing, preferably by email to admin@warwickcc.qld.edu.au.
- h) The College reserves the right to make changes to any existing bus arrangements (times, location & bus run) after 5 working days' notice has been given.
- i) Any extra belt harnesses required will need to be provided to the Bus Department.
- j) Our bus fleet is mechanically maintained and serviced and operates in compliance with the Queensland Passenger Transport Regulation and Conditions.
- k) A completed 'Student Bus Transport Agreement – 2023' is only valid until the completion of the school year in 2023. A new Student Bus Transport Agreement will be required for each school year.

## Section 2 - Parental Responsibilities

### AM – Morning Pickup

- a) Have your child/ren ready to board the bus at the arranged time & Transit Point every morning.
- b) 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.

**Note: If the student is late to their Transit Point, the driver will have continued on the scheduled run to the College. We are unable to wait and put at risk other students waiting at their stops for their scheduled pickup**

- c) If your child/ren will not be requiring their normal AM bus travel on a particular morning, the Parent/Carer is to SMS any changes to the driver before 7:00am.

### PM - Afternoon Drop-off

- a) 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: 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 Warwick Christian College main campus. College staff will then care for the student, until arrangements have been made for your child's pickup from the College Administration building.**

- b) If your child will not be requiring their normal PM bus travel on a particular afternoon, the Parent/Carer is to advise the bus driver via SMS before 2:30pm.

## Section 3 - Student Behaviour 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 our 'Bus Travel Information Pack 2023', you would have received a link to 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 behaviour. If the behaviour breaches continue, we will follow the steps outlined in the "Code of Conduct for School Students Travelling on Buses." (Part F)

### Student Bus Travel may be Suspended or Withdrawn if:

- a) 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.'
- b) A student is continually breaching the 'Student Bus Rules' or consistently disruptive to other passengers or fails to comply with directives from the bus driver or other College staff.
- c) Circumstances exist which make it unsafe or impractical for the student to continue to travel on the bus.
- d) The student behaves in a way that endangers the safety of other passengers or causes malicious damage.
- e) The Parent/Carer continually fails to deliver the student to or collect the student from the agreed Transit point.
- f) The student requires any ongoing medical treatment which may affect the overall bus service.
- g) The Parent/Carer fails to advise the bus driver or Bus Department when the student is not travelling.
- h) 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.

The following links are to the Department of Transport Code of Conduct:

To keep other passengers and bus drivers safe and comfortable, all school students are required to comply with the [Code of Conduct for School Students Travelling on Buses \(PDF, 904KB\)](#). Supporting the Code of Conduct is the [Safe Travel of School Students Guiding Principles \(PDF, 665KB\)](#)

## Section 4 - Changes/cancellations to existing transport arrangements

- Any requests for permanent changes to the existing travel arrangements will need to be submitted by completing a 'Change of Details for Student Bus Travel' and will be processed as per availability. Note: this request is not a guarantee of a position on another bus.
- Contact the Bus Department via email: [admin@warwickcc.qld.edu.au](mailto:admin@warwickcc.qld.edu.au) or SMS 0478 219 191 during the day to inform or request any changes to PM drop off arrangements.
- 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.
- Advise the Bus Department immediately of any changes to regular bus requirements (e.g., change of address/ change of frequency of bus travel) – by completing a new 'Bus Application for Student Bus Travel – 2023'.
- Bus seat allocation and bus fees will remain current until student bus transport has been officially cancelled in writing via [admin@warwickcc.qld.edu.au](mailto:admin@warwickcc.qld.edu.au).
- The 'Student Bus Transport Agreement – 2023' will expire on the 30 November 2023.

## Part C - Bus Transport Fee Schedule 2023



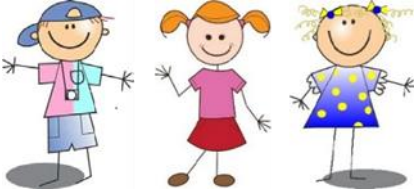
**Students travelling on a connecting bus from outlying areas to the Warwick High School will travel free of charge.**

Two transport options exist for families using our bus service.

### Option 1: Two-Way Bus Travel

 <p>Fee for one child from the same transit point to school (am &amp; pm) for the school year</p> <p><b>\$804.00</b> per fortnight \$40.20</p>	 <p>Fee for two children from the same family from the same transit point to school (am &amp; pm) for the school year</p> <p><b>\$1060.00</b> per fortnight \$53.00</p>	 <p>Fee for 3 or more children from the same family from the same transit point to school (am &amp; pm) for the school year</p> <p><b>\$1329.00</b> per fortnight \$66.45</p>
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### Option 2: One-Way Bus Travel

 <p>Fee for one child from the same transit point to school (am) or from school to the same transit point (pm) for the school year</p> <p><b>\$525.00</b> per fortnight \$26.25</p>	 <p>Fee for two children from the same family from the same transit point to school (am) or from school to the same transit point (pm) for the school year</p> <p><b>\$700.00</b> per fortnight \$35.00</p>	 <p>Fee for 3 or more children from the same family from the same transit point to school (am) or from school to the same transit point (pm) for the school year</p> <p><b>\$877.00</b> per fortnight \$43.85</p>
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## Bus Transport Payment Options

1. Paid in full at the beginning of the year. Please note: 5% discount of the full annual bus payment will be applied for fees paid before Friday, 3 February 2023.
2. Term fee Paid in full at the beginning of each term.
3. Added into fortnightly Direct Debit payments with School Fees.

## Part D: Student Bus Rules

***The bus driver's job is to safely drive students between the school and their homes. Therefore, the bus driver has complete authority over the bus and all students on board.***

**As a student using our bus service, you are reminded that the bus is an extension of the school day and all school rules apply. The following is a summary of the rules you are to adhere to while on the bus.**

1. Wait for, enter, and exit the bus in a quiet, safe, polite and organised manner.
2. Leave the bus stop in a safe way. Never walk behind or in front of the bus. Stay on footpaths and follow all road safety procedures.
3. Avoid any action, noise or words that could distract the driver (use quiet voices).
4. For your own safety, always remain seated while the bus is moving.
5. Always wear your seat belt. It must be firmly fitted across the lap when using a lap belt, or firmly fitted across the body when wearing a sash belt.
6. Keep everything inside the bus. No item or part of the body may be placed through or outside the windows.
7. Show respect. This includes:
  - Care for others and their property
  - Keeping hands, feet, and other objects to yourself
  - No teasing, name calling, swearing or offensive language will be tolerated on the bus.
  - No lewd behaviour
  - Keep feet off the seat or the back of the seat in front of you.
  - Inform the bus driver if you see any inappropriate behaviour on the part of another student on the bus or feel you are harassed or under threat, so that he/she can decide on a course of action.
8. Comply with all school policies regarding the use of Gaming consoles, laptops, phones, and music devices while on the bus, including the following restrictions:
  - All devices must be used either in silent mode or with earphones
  - Students are responsible for the safety and care of their own devices
  - For the safety of all students, the use of image capturing and voice recording devices such as cameras, voice recorders and video on all devices is prohibited.
9. Refrain from using pens, pencils, or other sharp objects while on the bus for safety reasons.
10. **NO eating or drinking on the bus.** [This includes lollies and gum.] Water bottles with caps are permitted.
11. When departing the bus take all your rubbish with you.
12. Remember that your place on the bus depends on your behaviour. We would like all our students to have a pleasant bus experience. Unacceptable student behaviour places the safety of all travelling on the bus, at risk.
13. Please greet the bus driver on entry and thank the bus driver upon leaving to show your appreciation.

**Please go through the above rules with your child/ren and confirm that he/she understands these rules, then have your child/ren sign the bus rules section of the Application for Student Bus Travel Form.**

## Part E - Application for Student Bus Transport – 2023

FAMILY DETAILS	
Name of person completing form:	Relationship to Student:
Home Address:	
Email Address:	
Mobile Number:	

### Names of student/s requesting transport

FAMILY NAME	FIRST NAME	YEAR LEVEL	MEDICAL INFORMATION
Additional details:			

TRANSPORT BUS TRAVEL IS REQUESTED FOR:					
HIGH SCHOOL	<input type="checkbox"/> Full time	<input type="checkbox"/> AM (one way only)	<input type="checkbox"/> PM (one way only)		
TOWN RUN	<input type="checkbox"/> Full time	<input type="checkbox"/> AM (one way only)	<input type="checkbox"/> PM (one way only)		
Days students require bus AM:	MON	TUE	WED	THUR	FRI
Days students require bus PM:	MON	TUE	WED	THUR	FRI
If student gets dropped at different locations, please list days, run and locations:					
Proposed date for bus to commence:					
Please note: if multiple locations, refer to Terms and Conditions (Part A, Section 3)					

ADDITIONAL CONTACT DETAILS		
Contact 1 Name:	Phone:	Relationship:
Contact 2 Name:	Phone:	Relationship:

BUS RULES			
<i>We have read &amp; understand the College Bus Rules and agree to comply with them.</i>			
Student Name (1):		Signature:	
Student Name (2):		Signature:	
Student Name (3):		Signature:	
Student Name (4):		Signature:	
Student Name (5):		Signature:	
Student Name (6):		Signature:	
Parent/Carer Signature:		Date:	

COMPLETE THE FOLLOWING QUESTIONS BY CIRCLING YOUR RESPONSE		
1.	I will actively support the College by discussing and promoting with my child/ren the College Bus Rules and The Government 'Code of Conduct for Students travelling on buses' and acknowledge that my child/rens access to the bus is dependent on good behavior.	YES
2.	Are there any custodial issues that the Bus Department should be aware of?	YES / NO
3.	My Secondary child/ren are permitted to be dropped off at the agreed 'Transit Point' location without any supervision.	YES / NO
4.	I will contact the Bus Department via email or SMS, if my child/ren is/are not requiring the bus service for the AM or PM run.	YES / NO
5.	Does your child/ren have any additional needs related to travel on the bus that the bus department needs to be aware of? If yes, list details:	YES / NO
6.	I have read & agree to comply with the 'Bus Travel – Terms and Conditions' (Part A)	YES / NO

Applicant's signature:		Date:	
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PLEASE INDICATE THE PREFERRED METHODS OF BUS TRANSPORT PAYMENT	
Payments to be received prior to bus travel commencing	
<input type="checkbox"/>	Added into fortnightly Direct Debit payments with School Fees
<input type="checkbox"/>	Annual upfront payment before Friday, February 3, 2023
<input type="checkbox"/>	Term fee Paid in full at the beginning of each term.

OFFICE USE ONLY (date & time completed application was received)		
Date:	Time:	Copy to Fees Advisor: