



Salesian College
SUNBURY

2018 BUS INFORMATION

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Salesian College
SUNBURY



Striving
in life.

Community | Learning | Excellence | Faith

CONDITIONS OF USE

- ALL Students and Parents/Guardians must read and sign the Bus Contract
- ALL Students travelling on a bus must be at the marked designated Stop or Pick Up destination at least 5 minutes prior to departure to assist in the timely running of the network.
- Students must at all times behave in a responsible and respectful manner
- Students must not distract the bus driver
- The College has the right to alter routes/times as the need arises
- The College bus service is to be used for travel to and from the place of residence, and not for personal convenience ie. After school activities.
- Salesian College Bus Application Forms must be renewed each year.
- Travel Conveyance Application Forms are available from Reception and are to be submitted with the Bus Application.

IMPORTANT

Students will be suspended from using the school bus service if it is deemed they are breaching the Conditions of Use – as stated in the Bus Contract.

Students may be liable for costs for any damage, repair, replacement, or cleaning, and may be excluded from accessing the bus service for an appropriate period of time. For serious and/or repeat offences, a total exclusion from the service may be enforced.

SCHOOL BUSES

School buses that depart from Salesian College consist of the Local Sunbury Bus Service, Sunbury Schools Bus Network, and a Private Salesian Bus Service.

Sunbury School Bus Network :

- Through Sunbury Bus Lines, caters for students attending other Sunbury Colleges before collecting/dropping off Salesian College Students for families in the Sunbury, Diggers Rest, Gisborne, Gisborne South, Riddells Creek, Romsey & Lancefield areas.
- Tullamarine Bus Lines caters for families in the Bulla, Greenvale area.

Local Sunbury Bus Service :

- VLine Met bus caters for families that catch the train to and from Sunbury, collecting the students from the Sunbury Station depot and transporting them to and from school.
- Sunbury Bus Lines servicing the community that reside within 4.8km of the College.

The Salesian Private Bus Service caters for families in the Gisborne South, Gisborne, New Gisborne, Macedon, Riddells Creek & Woodend areas who are unable to secure a seat on the School Bus Network.

WHICH BUS DO I APPLY FOR?

Bus Application Forms are distributed in Term Three and must be returned as soon as possible. Forms are dated and recorded in arrival order.

Sunbury College will distribute forms to all current users of the government bus service and these must be returned to them directly. Allocation of seats on the Sunbury Schools Bus Network is completed by the Sunbury College Bus Network Coordinator in order of the forms being submitted. Families will be advised if they have gained a seat on this service. Please note that this is a free service, with no payment required.

In 2016 the School Bus Program Policy & Procedures was updated, as such the priorities of access to services have changed:

- Siblings no longer have priority and will be allocated a seat on a first in first serve basis after the main priorities have been met.
- Eligible students who already have a seat on a bus in 2017 have first priority in 2018
- Students with special circumstances will be considered depending on the circumstances.
- Eligible students currently on the waiting list will have first access to any available seats, their current position will be taken into account when allocating the 2018 seating.
- Once the above circumstances have been satisfied if there are still seats remaining Non-Eligible students will be considered.
- If a student changes residential address a new application must be completed, and reassessed under the criteria noted.
- Students are expected to use Public Transport where a service is available within 1.6km of their home or closer to their home than the nearest school bus service.

Salesian College will distribute forms to all current private bus service users and all confirmed students with a 2018 placement who are not residents of Sunbury.

Families who have children on the Sunbury Schools Bus Network waiting list will be offered a seat on the Salesian Private Bus Service. This is a user pays service and the College retains the Travel Conveyance Allowance (see details below) in order to offset the costs.

The cost for 2018 is \$760 per student. Bus fees will be invoiced to your College Fee Account.

TRAVEL CONVEYANCE ALLOWANCE

If you live 4.8 km or more from the College by the most direct route, and Salesian College is your nearest Catholic College, you may be entitled to receive the Travel Conveyance Allowance. If you are a user of the Salesian Private Bus Service, the College will retain all Conveyance monies per student to offset the cost of running the bus service.

Forms are available from Administration or by contacting the College Bus Coordinator.

CODE OF BEHAVIOUR FOR SAFE BUS TRAVEL

WAITING FOR THE BUS

- Get to the bus stop on time – at least 5 minutes before scheduled time
- Wait quietly and keep a safe distance away from the edge of the road
- Wait until the bus has stopped before boarding
- Wait until other passengers get off before trying to get on
- Form a line and board the bus in an orderly manner

TRAVELLING ON THE BUS

- Find a seat and remain seated while the bus is moving
- If you have to stand, hold on to a handrail or handle
- Keep clear of doors and doorways
- Avoid doing anything that may distract the driver
- Socialize but keep noise to a reasonable level
- School bags should be put in the correct place, such as under the seat and clear of walkways
- No food or drink to be consumed on the bus
- Respect the property of others
- Wear seat belts where fitted

GETTING OFF THE BUS

- Wait until the bus has stopped before moving towards the door
- Leave the bus in an orderly manner
- Move to a safe distance away from the bus and wait for the bus to leave

CROSSING THE ROAD

- Wait until the bus has moved well away from the stop and will not block your view of traffic
- Choose a safe place to cross. This may not be at the bus stop, but further away where you have a clearer view of approaching traffic
- STOP one step back from the edge of the road
- LOOK & LISTEN for approaching traffic
- THINK about whether it is safe before you decide to cross

SAFETY TIPS FOR PARENTS AND CARERS

- If driving, then park a safe place away from the bus stop, so that you do not block the approach or departure for the bus
- Park, where possible, on the same side as the bus stop, so that children do not have to cross the road to meet you

Should you have any further questions with regards to the Government Bus Service, please contact Sunbury College on 9744 1066.

Should you have any questions in regards to the Private Bus Service please contact the College Bus Coordinator on 9744 0060.

FREQUENTLY ASKED QUESTIONS

- Q. How do I know where my child's bus stops?
- A. Letters will be issued by the School Bus Network Coordinator confirming which bus stop your child has been allocated to.
In the case of the Private Bus Service, you will be asked to nominate the bus stop most convenient to you.
- Q. What if my child decides he/she does not want to catch the bus anymore?
- A. If your child ceases to use either of the school buses, contact must be made with the College Bus Coordinator notifying us of this change. If appropriate, we will arrange for a credit to be issued for any bus charges which are no longer applicable.
- Q. How will my child know which bus to board at the end of the school day?
- A. Buses will have clearly labelled Bus Number and Destination identification at the Bus Bays on the front window of the bus. School staff will also be in attendance to assist students to find their correct bus. Students are asked to familiarize themselves with their driver and other children on their bus.
- Q. What if my child loses something on the bus?
- A. If your child has lost something on the way to school and they report it to Reception we will ring the bus company to see if they can locate the missing item. It will then be kept until the student travels on the bus again or it will be handed into the school Reception.
- Q. What happens with the Travel Conveyance Allowance?
- A. If you live 4.8km, or more from the College, by the most direct route, you may be entitled to receive the Conveyance Allowance. Obtain a form from College Administration. If utilizing the Salesian Private Bus Service, the College will retain all Conveyance monies per student to offset the cost of running the bus service.
- Q. Why is my child on the user pays Private Service, yet my next door neighbor is on the Schools Network Bus Service?
- A. This unfortunately has many possibilities, such as: were they an existing bus user; when was your bus application received; was the bus network service allocation still open at the time of your application being received? Students who are not successful in obtaining a seat on the Bus Network service will remain on the waiting list, even if they take up an offer on the Private Bus Service, and will be offered a seat should a place become available.