



Rationale:

- Students are expected to use public transport where a service is available within 1.6 km (measured by shortest practicable route) of their home or closer to their home than the nearest school bus service. This applies to both students applying to access the SBP at no cost and to fare paying passengers.
- Student behaviour on and around buses, and the efficiency of bus services are of vital importance to student safety, an effective bus service and maintenance of student enrolments.

Aims:

- To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education and Training policies and regulations.
- To ensure bussing issues are dealt with effectively and efficiently.

Implementation:

Priority of access to services

- With some services the demand for seats can exceed the carrying capacity of the bus. In these situations the following priority of access applies:
 - First priority – eligible students with prior rights
 - Second priority – eligible government school students
 - Third priority – eligible non-government school students
 - fourth priority – students with exemptions with prior right (including siblings)
 - (both government and non-government school students)
 - fifth priority - fare paying government and non-government students
 - Sixth priority- Ad Hoc users (refer to ad hoc travel guidelines)
 - seventh priority – fare paying passengers non-students (see fare paying section for order of priority).
- The coordinating principal should give preference to students with special needs or those travelling both morning and afternoon five days a week. If after applying these criteria there is more seating available, preference should be given to those who have the greatest distance to travel and to the youngest students.
- **If a student changes residential address, a new application to travel is required to be made.**
 - Students attending government schools are eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.
 - A government or non-government school student attending the nearest appropriate school for which admission is available and who resides less than 4.8 km from that school may be able to travel at no cost on the school bus. The coordinating principal may approve an application to travel subject to all of the following conditions:
 - Students attending government schools are also eligible for a Conveyance Allowance so long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.
 - A student may access travel to a school other than the nearest school upon payment of a fare. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis.

Ad-hoc student passengers

A student travelling on an ad-hoc basis may be permitted to access the school bus at no cost. The coordinating principal may approve an application to travel subject to all of the following conditions:

- student(s) will not disadvantage other passengers or result in an unacceptable bus loading

- the carriage of ad-hoc student's does not result in the necessity for bus travellers to stand while the bus is travelling in a speed zone more than 80 kph
 - the student accepts the conditions of travel and the authority of the coordinating principal
 - PTV incurs no additional cost.
- * The coordinating principal is responsible for ensuring the daily bus rolls reflect any ad-hoc travellers. Ad-hoc travel is at the coordinating principal's discretion to approve or decline
 - * Our school has the responsibility for the coordination of school buses, including coordination of student travellers, payment of fares, and coordination of Displan procedures etc.

Student ineligible to access a service at no cost to their nearest school (resides less than 4.8 km from that school) may be able to access a bus service to an alternative school upon payment of a fare. The coordinating principal may approve an application to travel subject to all of the following conditions:

- Students who live less than 4.8 km from the nearest school and attend an alternate school.
- the flat rate term fare is paid prior to commencing travel
- seating is available on the service after all students with a higher priority of access to services have been accommodated
- the student and the student's parent/guardian accept the conditions of travel and the authority of the coordinating principal
- PTV incurs no additional cost
- a parent/guardian provides a written undertaking to the coordinating principal that other transport arrangements will be made if seating becomes insufficient due to an increase in the number of students with a higher priority of access or a smaller vehicle is engaged for the service
- Our school will designate a staff member each day as the bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the bus coordinator.
- Insufficient seating capacity
- If there is no longer sufficient bus seating capacity to accommodate fare-paying passengers, the coordinating principal must advise the principals of all schools with students using the bus service and any members of the public using the bus service. The client school principal must advise a student's parent/guardian in writing prior to the completion of the current year.
- The bus operator will make the final determination on the safe carrying capacity of the bus.
- Our school bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of terms 1 and 3 each year.
- If individual cases do not fall into one of the above mentioned categories, please refer to School Bus Program Policy and Procedures 2016 found at <http://www.education.vic.gov.au/school/principals/management/Pages/schoolbus.aspx#link2>

Bus Rules

- Remain well clear when bus is parking or leaving.
- Do not attempt to enter a moving bus.
- Keep all parts of body and other objects inside bus at all times.
- Remain seated until bus is parked.
- Students crossing the road after leaving a bus, do so at the rear of the bus.
- Follow all directions given by bus driver.
- Consequences for misbehaviour will be consistent with the Student Code of Conduct, and may lead to suspension from using the bus service.
- The bus coordinator will supervise the departure of buses from the school at the conclusion of each school day, including marking each child against an attendance roll.
- Buses will not depart until given permission to do so by the bus coordinator.
- Close liaison between all school coordinators/school principal and the bus companies must be maintained.
- Each bus will have at least bus captain.
- In the case of the Snake Valley bus, if alternative arrangements have not been made to collect students from their respective bus stop, then for safety reasons they will return to school to be collected by parents.

Conveyance Allowance

The Department provides financial assistance in the form of a conveyance allowance to help families in rural and regional Victoria with the cost of transporting their children to their closest government school/campus or closest appropriate non-government school/campus.

The conveyance allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting children to and from school. The allowance is an acknowledgement of the sometimes limited transport options available outside metropolitan Melbourne. The conveyance allowance particularly assists students who attend their nearest school but do not have access to a free school bus service.

Eligibility criteria

The eligibility criteria varies depending on the type of school attended and where it is located.

Students attending a government or non-government school must:

- attend their nearest government or non-government school/campus appropriate to their year level at which admission is permissible
- be enrolled at a school/campus outside Melbourne's metropolitan conveyance boundary
- reside 4.8km or more by the shortest practicable route from that school/campus attended
- be of school age (5 to 18 years old at time of application) and reside in Victoria.

For Schools:

Key Dates

Schools are required to submit conveyance claims to the Department each term using the online Student Conveyance Allowance System (SCAS).

Term claim closing dates: <http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx>

Parents can access applications from the office.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in bus operations occurs, or after every significant bus related incident.

This policy was last ratified by School Council in November, 2016