

DIAMOND VALLEY COLLEGE BUS NETWORK

PLEASE READ BEFORE COMPLETING BUS APPLICATION



The Diamond Valley College Bus Network consists of 9 Buses which pick up and drop off students from areas such as St Andrews, Hurstbridge, Panton Hill, Strathewen, Arthurs Creek, Kangaroo Ground, Christmas Hills, Kinglake, Yarrambat, Doreen, Eltham, Eltham North, Research, Wattle Glen and Diamond Creek. We are also serviced by two PTV buses provided through Dysons, which cover the Mernda-Doreen area and one Panorama from Hurstbridge to Greensborough. Students are dropped off at the College Bus Bay by 8.30am each morning and the buses depart the college at 3.15pm each afternoon. The bus bays are situated, kerbside, directly in front of the college. Bus routes may be altered according to student intake. This must be approved by the Department of Transport.

Please refer to the college bus timetable available from the College website for more detailed descriptions of the bus routes.

APPLICATIONS TO TRAVEL

All students, including casual travellers, intending to use the Diamond Valley College bus system must complete a new Form each year and return it to the College by the date specified in the College Newsletter. One application per family may be submitted provided all students attend DVC. Non-DVC students must complete and lodge a separate form. Copies of Application Forms and timetables are available on the Diamond Valley College Website: www.dvallcoll.vic.edu.au or from the College General Office. We request that students travelling via the PTV Network also complete an Application Form to enable the college to be aware of student travel arrangements should an emergency arise.

ELIGIBILITY FOR FREE TRAVEL

Students must attend their closest government school or school of their denomination and reside more than 4.8km from that school (by shortest practicable bus suitable route) to be eligible for free travel. Students less than 1.6kms from public transport are able to travel on the Diamond Valley College Bus Network on a Term-by-Term basis provided seating is available.

FARE PAYING BUS TRAVELLERS

If seats are available these may be allocated to fare paying travellers. Fare paying travellers **must submit payment PRIOR to the beginning of each term** but ongoing travel is subject to spare seat capacity and fare payment. Once payment and application is received applicants will be notified if a seat is available. Families will be notified during Term 4 if they are required to pay for bus travel. Fares for bus travel are capped by DET/PTV at \$125 Per Term \$500 Per Year but are subject to change at the Departments discretion.

PARENTS SHOULD NOTE THAT WHILE EVERY ENDEAVOUR IS MADE TO ALLOCATE SEATING ON A REQUESTED BUS, IN THE EVENT OF OVERCROWDING STUDENTS MAY BE REQUIRED TO CHANGE BUSES TO ENABLE THEM TO TRAVEL SAFELY.

PAYMENT MUST BE MADE BY THE END OF EACH TERM FOR THE FOLLOWING TERM'S TRAVEL OR TRAVEL MAY BE SUSPENDED.

A placement on the Diamond Valley College bus network is subject to the strict adherence to the College Code of Conduct and to the Bus Travel Behaviour and Consequences agreement. School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. Parents of students whose child is suspended from the bus will need to make alternative travel arrangements.

CASUAL TRAVELLERS

Students wishing to use the bus service on an irregular basis or on a different bus to their regular one to visit friends etc. **MUST BRING A NOTE AND SEEK PERMISSION FROM THE BUS CO-ORDINATOR NO LATER THAN RECESS ON THE DAY PRIOR TO INTENDED TRAVEL.** If a seat is available, a day pass will be provided at a cost of \$2.00.

Please contact the College Bus Co-ordinator on 9438-1411 if you have any queries or email to diamond.valley.co@education.vic.gov.au or Website: dvallcoll.vic.edu.au

Allison Bennett
Principal

BUS TRAVEL BEHAVIOUR AND CONSEQUENCES

The following is an extract from the School Planner, please read this information carefully as it applies to ALL bus travellers.

Students who travel on a bus to or from the College:

- Must adhere to the **College code of conduct and expectations of behaviour**.
- Irregular travellers must apply for a pass from the bus co-ordinator and bring a permission letter from their parents with the appropriate payment.
- Must wait in a safe and orderly manner, well back from the edge of the road when waiting to board a bus.
- Obey safety instructions given by the bus driver, bus supervisor and bus captains.
- Must remain seated at all times when the bus is moving.
- Must not engage in any activity that would distract the bus driver when driving the bus.
- A placement on the Diamond Valley College Bus Network is subject to the strict adherence to the College Code of Conduct.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The offender's name and full details of the breach will be recorded.
- The offender will be carried to school or to their normal drop-off.
- The breach will be reported to the principal who will take disciplinary measures in accordance with the guidelines.

In rare and exceptional circumstances – and only as a last resort – drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the principal will take the disciplinary action below:

- First offence – verbal warning to student
- Second offence – written warning to parent/guardian
- Third offence – one week suspension of student from school bus travel
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

If you have any questions about the above requirements, please contact Diamond Valley College on 9438 1411



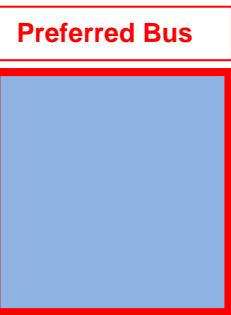
Education and Training



Application for Permission to Travel

Please consult timetables on College website for preferred bus route.

www.dvallcoll.vic.edu.au
(About tab)



DATE RECEIVED:	Confirmation Number:
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Year	Term	PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED
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APPLICANT DETAILS

RESIDENTIAL ADDRESS

Unit #	Street #	Address	State	Postcode
Town/Suburb				

POSTAL ADDRESS

Unit/Street/PO Box Number	Postal Address	State	Postcode
Town/Suburb			

PARENT/GUARDIAN DETAILS

First Name	Surname	Telephone	
First Name	Surname	Telephone	
Email			
Emergency contacts	1.Name	Relationship	Telephone
	2.Name	Relationship	Telephone

TRAVELLER DETAILS

Student one

First Name	Surname	Date of birth	Travel start date
School enrolled	Year level at time of travel		

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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Student two

First Name	Surname	Date of birth	Travel start date
School enrolled	Year level at time of travel		

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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Student three

First Name	Surname	Date of birth	Travel start date
School enrolled	Year level at time of travel		

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

To ensure safe travel on school buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
- Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The student's name and full details of the breach will be recorded.
- The student will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.
- It is understood that bus travel is provided and accepted on these conditions.

PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address or school.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child(ren).
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

I understand that if I or my child(ren) do not comply with the Conditions of Travel, it may result in my child(ren) not being permitted to travel on the school bus service.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

STUDENT (s) TO COMPLETE:

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

Student	Student one	Student two	Student three
Print Name			
Signature			
Date			

OFFICE USE ONLY

Date Form Submitted		Form Signed - Yes/No – if no, return to Parent/Guardian for signature			
Date Form completed		Parent/Guardian signed?		Eligibility assessed - Y/N?	
Waitlisted - Y/N?		Student(s) signed?		Application (s) Approved/Declined	
Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy.					
Student one					
Student two					
Student three					
Eligibility Status (Eligible = E, Not Eligible = NE, Exemption Granted = EG or Fare Payer = FP and Fare Amount e.g. FP at \$120 per term, \$480 per year)					
Student one					
Student two					
Student three					
Fare Payment required –Y/N?		Has Parent/Guardian been invoiced? Y/N		Date	
Fares collected – Y/N?		Has Parent been notified in writing of travel status?		Date	
BUS SERVICE DETAILS					
AM Bus Service (s)					
Bus route allocated		Bus operator			
Interchange details -if req.		Bus operator			
Pick-up bus stop location		Pick up time			
Drop off bus stop location		Drop off time			
Seat number allocated		Bus roll updated			
Comments:					
PM Bus Service (s)					
Bus route allocated		Bus operator			
Interchange details -if req.		Bus operator			
Pick-up bus stop location		Pick up time			
Drop off bus stop location		Drop off time			
Seat number allocated		Bus roll updated			
Comments:					

Exact distance (in km) by shortest practicable route	From home to school		From home to PTV	
Exact distance (in km) by shortest practicable route	From home to nearest school			

OFFICE USE ONLY

School Bus Coordinator Name (please print): _____

School Signature – Coordinating Principal / Delegate signature: _____

Date _____