

SCHOOL BUS POLICY

1. Student Behaviour:

Students are expected to exercise the highest standard of courtesy and behaviour while on the bus for reasons of safety and well-being of all passengers and the driver.

- Students should remain seated at all times during transit and wear their seat belts when available.
- No objects are to be thrown from the bus at any time.
- Noise levels from students are always to be of a safe and acceptable level.
- Students must respect bus property. A student who wilfully causes damage will be responsible for the cost of repair for the damage they caused.
- No part of a student's body or belongings is to protrude from the window of the bus at any time.

Students using the School Bus Service are still bound by the School rules and regulations.

Any student failing to observe the school's code of behaviour as stipulated in this policy will forfeit the use of the bus service.

2. Application:

Please select from the designated bus routes provided. You are not restricted to using the services of one bus but have the opportunity to select from any of the bus stops provided.

3. Bus Fee Schedule & Payment:

Bus Fees:

Full-time Student: (G.S.T inclusive) \$3,150 p/a Part -time Students:

Students who utilize the School Bus Service less than full-time but no less than the equivalent of .5 full-time will pay bus fees on a pro-rata basis.

Casual Users:

A student that uses the school bus service **less** than .5 the full-time equivalent will be defined as a casual user and be charged bus fees at a casual rate of **\$11.50 (incl. GST) per trip**.

4. Terms and Conditions:

- If payment is not received by the due date and The School does not receive an acceptable explanation, then The School reserves the right to remove your child (ren) from using this service.
- Students admitted to the School Bus Service during the School Term, will be charged the bus fees on a pro-rata basis.
- No refund of Bus Fees paid for a term nor any waiving of bus fees outstanding will be made if a student is withdrawn from The School during a term or is absent from School for any reason (holidays, overseas travel). (NOTE: VCE students are required to pay a full Term 4 bus fees, although they finish school at an earlier date).
- Withdrawal of a student from the school bus service, requires one full term's notice in writing to the School Business Manager of the intended removal. This is a requirement set out by the Chartered Bus Service. Failure to comply with this requirement, will incur a fee equivalent to one Term's bus fee.
- No student will be permitted to use the School Bus Service while any part of the bus fees for the previous term is outstanding.
- If a student is withdrawn at the insistence of The School, the parent/s or guardian/s are liable to pay the full term's bus fees.
- Full bus fees are still payable for the duration of a student's absence e.g. holidays overseas.

- a) The School's Governing Body - The School Council - has the authority to take such action as is deemed necessary to recover unpaid Bus Fees, including recovery costs.