

School Bus Policy

1. Student Behaviour:

- 1.1. Students are expected to exercise the highest standard of courtesy and behaviour while on the School Bus for reasons of safety and well-being of all passengers and the driver. These include:
 - students should always remain seated during transit and wear seat belts;
 - 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 willfully causes damage will be responsible for the cost of repair for the damage they caused; and
 - no part of a student's body or belongings is to protrude from the window of the bus at any time.
- 1.2. Students using the School Bus Service are bound by the School rules and regulations.
- 1.3. Any student failing to observe the School's code of behaviour as stipulated in this Policy will forfeit the use of the School Bus Service.

2. Bus Fee Schedule & Payment:

- 2.1. Full-time Student:
 - Students who utilise the School Bus Service less than full-time but more than 50% will pay Bus Fees on a pro-rata basis (GST inclusive) \$1,750 per Semester (\$3,500 p/a).
- 2.2. Casual User:
 - A student that uses the School Bus Service less than 50% of the full-time equivalent will be defined as a casual user and will be charged Bus Fees at a casual rate of \$25 (including GST) per trip.

3. Terms and Conditions:

- 3.1. 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.
- 3.2. Students admitted to the School Bus Service during the School Term, will be charged the bus fees on a pro-rata basis.
- 3.3. No refund of Bus Fees paid for a Term nor any waiving of Bus Fees outstanding will be made if a student is withdrawn from The School during a Term or is absent from School for any reason (i.e. holidays, overseas travel). Please note VCE students are required to pay a full Term 4 Bus Fees, although they finish school at an earlier date.
- 3.4. 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.
- 3.5. No student will be permitted to use the School Bus Service while any part of the Bus Fees for the previous Term is outstanding.
- 3.6. If a student is withdrawn at the insistence of the School, the Parent/s are liable to pay the full Term's Bus Fees.
- 3.7. Full Bus Fees are still payable for the duration of a student's absence (i.e. holidays, overseas travel).
- 3.8. 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.