

Northside Christian College

BUS SERVICE

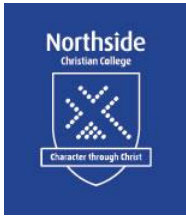
Information Sheet & Code of Conduct

Information regarding Bus Services

1. Northside Christian College provides a bus transport service to assist parents who are unable to make other satisfactory arrangements to get their children to and from the College. The service is provided on the basis that parents pay a Transport Fee, which contributes to, but does not completely cover the cost of bus operations.
2. In order to facilitate a more equitable share of running costs per family for these buses, circular zones radiating from the College have been initiated with costing distributed across these zones and also dependent upon the number of children per family using the service.
3. The College will inform applicants of the applicable pick up and return times, and bus stop locations, by Family Administration Day prior to the commencement of the school year. This will be communicated in writing.
4. The Transport Officer is responsible for establishing bus routes and pick up and drop off points. After bus routes are finalised at the beginning of each year, there will be no changes to bus stops or bus routes unless absolutely necessary.
5. Bus routes are designed to give preference to full time bus users. Bus runs are aimed at being no longer than 1 hour duration for the convenience of the students. In order to achieve this, the bus stop will be located as close as is practicable to the student's residence. Parents will be asked to drop off and pick up their children at a nominated "Bus Stop" location.
6. For financial reasons, it is the intention that all buses used in the service have full time patronage or as near to as possible. In the allocation of seats, first preference will be given to full-time users who live the furthest distance from the College and who have no other reasonable transport alternative. Part-time users will only be able to use the service if a seat is available. If a seat allocated to a part-time user is required by a full-time user, the part-time user will be given the option of upgrading to full-time use. However, if this option is not taken up, the seat will be surrendered to the full-time user.
7. If a student wishes to catch the bus mid-year and there is a vacancy, he/she will go to an existing stop unless the route can be changed without interrupting timetables (changes cause inconvenience to all other bus users).
8. Once a seat has been allocated on either a full-time or part-time basis, parents will be required to pay for that seat whether or not they use it, unless special arrangements are made with the College in advance.
9. Students must be ready to join the bus when it arrives and should be at the pick-up point a minimum of five minutes before the set time as the bus will not be able to wait for them. If for any reason the bus is not able to be at the pick-up point within 30 minutes of the set time, we will endeavour to contact parents by telephone. Students should remain at the pick-up point for at least this long.

All parents using the service should ensure the College has an up-to-date telephone number on which they can be contacted during the hour before and after the set pick-up and drop-off time.

10. It is the responsibility of parents to ensure that there is someone responsible to pick up their child at the arranged time from the Bus Stop. The bus driver will stay with the child if the bus is running early until the scheduled time. Parents should wait/remain at the Bus Stop in situations where the bus is running late.
11. Students can only be left unattended or with another parent/guardian at a bus stop if this arrangement has been approved by parents, by completing a Bus Stop Supervision Form.
12. Students who have no one to receive them at the arranged time and have not completed a Bus Stop Supervision Form will be taken back to school by the bus driver, to wait for parents.
13. Parents should make contingency plans to care for their children in the event of a bus not being able to complete its run for any reason.
14. Enquiries regarding the bus service or delays in students arriving home should be directed to the College Administration on 3353 1266.
15. When a refund is applicable, it shall be completed within ten (10) business days of the Transport Officer being notified or when travel on the bus is completed, whichever is later.



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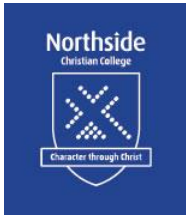
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Bus Code of Conduct

Bus rules are enforced to ensure the comfort of passengers and the safety of operation of the school buses. Their purpose is to prevent unnecessary distraction of the driver whose attention needs to be focused on traffic and road conditions.

1. Students must obey any instructions given by the bus driver.
2. Entry will always be in an orderly manner.
3. Footwear and clothing is to be generally clean and tidy before entering the bus. Uniform standards are enforceable during bus travel.
4. Students will only enter the bus with the driver's permission and in the presence of either the driver or a teacher.
5. Seatbelts must be worn in buses where they are fitted.
6. Food, drinks or chewing gum are not to be consumed at any time (excursions and sport included).
7. Noise levels are to be kept to a reasonable level at all times. Shouting is not permitted.
8. School bags are to be stowed under the seat. Aisles must remain free at all times.
9. Students are to remain seated during their journey. Standing, kneeling, lying down or unnecessary swapping of seats during bus trips is not permitted.
10. The throwing of items from the bus or littering is not permitted.
11. All parts of the body are to be within the bus at all times.
12. Tampering with bus mirrors and other equipment is not permitted.
13. Writing in dusty or on misted glass areas of the buses is not permitted.
14. Feet are not permitted on seats at any time.
15. Windows if opened, should not cause annoyance to others or conflict with a driver's instructions.
16. Electronic devices are permitted, but are restricted to personal use only. Earpieces/headphones must be used. If the use of an electronic device is causing a problem, the bus driver may require the device to be put away. Recording devices of any kind are not permitted to be used.
17. Teasing between students will not be tolerated. Respect for fellow students is to be shown at all times.
18. Mobile phones are to be kept in schoolbag and used only in an emergency to contact parent/guardian.
19. Musical instruments are to be kept in their cases and not to be played during bus trip.
20. Students are asked to report any new damage to the bus interior to the driver at the end of trip.
21. Vandalism of any items - seats, trim, signs, window tint film etc. by any method will not be tolerated.*
Please Note: Cost of repair shall be the responsibility of the parents.
22. Swearing, fighting or spitting will not be tolerated.*

*** Note:** Infringement of rules 21 & 22 will result in immediate loss of bus privileges & restitution of any damages.



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Penalty Guidelines for Infringement of Bus Rules

1st Incident	WARNING from driver
2 nd Incident (1 st Infringement)	Incident Report issued. Relevant Head of School / Department notified. Transport Officer to speak with student/s concerned.
3 rd Incident (2 nd Infringement)	Parents notified. Relevant Head of School / Department notified.
4 th Incident (3 rd Infringement)	Suspension of Bus Travel - Parents asked to make alternative travel arrangements for a period of one week. Relevant Head of School / Department notified.
5 th Incident (4 th Infringement)	Suspension of Bus Travel - Parents asked to make alternative arrangements for period of two weeks. Relevant Head of School / Department notified. Students will only be permitted to recommence travel following guarantees regarding behaviour from the parents and student/s concerned, to the satisfaction of the College. The College reserves the right to discontinue the provision of travel services for students who fail to comply with the College Bus Code of Conduct and Bus Rules. Further disciplinary action may also be imposed for actions in conflict with the Code of Conduct, or for criminal acts.

In matters not specifically covered by this document, students of the College will observe the principles outlined in the College Student Code of Conduct concerning the dignity of each person, respect for others and their property and mutual cooperation.