



APPLICATION FOR MINARET COLLEGE BUS SERVICE

I, Parent/Guardian: _____
give consent for (name of student):

Child 1 _____	Year Level* _____
Child 2 _____	Year Level _____
Child 3 _____	Year Level _____
Child 4 _____	Year Level _____
Child 5 _____	Year Level _____

(*Note: Year level to be the student's year level in 2022)

to access the Minaret College Bus Service and agree to be bound by the Minaret College Bus Service Terms and Conditions (see following pages).

Authorised pick up and drop of address.

Payment arrangement:

- Annual payment upfront
 Direct Debit (Each Term) Direct Debit (Monthly) Direct Debit (fortnightly)

If selecting a Direct Debit arrangement, the Finance Team will contact you to finalise.

Parent/Guardian Details:

Signed: _____ Date: _____

Name of responsible parent/guardian: _____

Mobile: _____

Alternate Contact Number: _____

Email: _____

Minaret College Bus Service Terms and Conditions

1. Payment

- 1.1 Minaret College (the **College**) operates a school Bus Service and subsidises part of the cost for families.
- 1.2 Bus fees will be invoiced at the start of the year and payment must be made in full.
- 1.3 If full upfront payment is not possible, direct debit may be arranged via our Finance team. Direct debit is either fortnightly, monthly or per term.
- 1.4 The Bus Service will not be offered if full payment is not received in advance or if direct debit arrangement is dishonoured.
- 1.5 Payment for the bus service is in addition to Tuition Fees.
- 1.6 Payment is required for service, regardless of use.

2. Eligibility to access bus service

- 2.1 A student must meet all of the following criteria to be eligible to access the bus service:
 - (a) Be punctual at the designated locations for collection;
 - (b) Behave at all times (on the bus and at designated bus stops or collection area) according to the Student Code of Conduct;
 - (c) Have no late or outstanding payments for Bus Service
- 2.2 If necessary, the College may in its discretion determine the priority of students to access the Bus Service.
- 2.3 The College may determine a student is ineligible to access the bus service:
 - (a) If the Executive Principal considers a student has breached the Student Code of Conduct;
 - (b) If there is inadequate patronage of the route for the collection or drop off of the student at the chosen address;
 - (c) If other fees are outstanding to the College (such as tuition fees);
 - (d) Otherwise at its discretion.

3. Ongoing conditions to access Minaret College Bus Service

- 3.1 The eligibility criteria in clause 2 also apply as ongoing conditions to access the Minaret College Bus Service.
- 3.2 Other ongoing conditions include:
 - (a) Students must reach assigned seat in the bus without disturbing or crowding other students;
 - (b) Students must wear seat belts (where available) and remain seated while the bus is moving;
 - (c) Being kind, courteous and respectful to fellow students and the bus driver;
 - (d) Keeping head, arms and hands inside the bus at all times;

- (e) Not engaging in loud talking or laughing as unnecessary confusion may distract the bus driver;
 - (f) Refraining from eating or drinking in the bus and keep the bus clean at all times;
 - (g) Following instructions from the bus driver promptly and respectfully;
 - (h) Not throwing any items or trash out of the window.
 - (i) Not placing bags on seats, bags to be stored under the seat or on own lap
 - (j) Keep isles of bus clear at all times
 - (k) Get on and off the bus in an orderly and careful manner
- 3.3 Vandalism of the school bus may result in suspension or revocation of access to the Bus Service.
- 3.4 Students accessing the Bus Service are entitled to a safe environment free from harassment and bullying.
- 3.5 If a student does not meet these ongoing conditions, the College may revoke access to the Bus Service.

4. Costs and charges

- 4.1 The charges for the Bus Service are subject to change. Minaret College will publish changes to charges on the school website.
- 4.2 All charges are in Australian Dollars. GST is included in these charges.
- 4.3 The below table shows current charges:

Bus Service Fees 2022

No. of Children	Under 10km				Above 10km			
	Fortnightly \$	Monthly \$	Per Term \$	Per Annum \$	Fortnightly \$	Monthly \$	Per Term \$	Per Annum \$
1 child	60	129	385	1,540	68	147	440	1,760
2 children	90	195	583	2,332	104	224	671	2,684
3 children	119	257	770	3,080	136	294	880	3,520
4 children & more	143	308	924	3,696	163	352	1,056	4,224

5. Change of address

- 5.1 A change of address must be communicated in writing signed by a parent/guardian of the student as soon as possible.
- 5.2 There is no guarantee a new address will be serviceable by the Bus Service. A change of address may make a student ineligible for the Bus Service under clause 2.3.

6. Child Safety

- 6.1 The College is committed to providing a child safe and child friendly environment for all students who access the Bus Service. The College will meet its obligations under related policies:
- (a) Child Safe Policy.
 - (b) (Off Site Supervision Policy – may or may not apply)
 - (c) Student Code of Conduct
- 6.2 Students will be dropped off at their authorised address as provided in the Bus Service Application or updated to the College in writing. The College does not have supervision responsibilities of the student at the authorised address.
- 6.3 Parents or guardians are responsible for transporting students to and from designated bus stops or pick up location and student safety while waiting for the bus at the bus stop.
- 6.4 A member of staff of the College supervises students during arrival at and departure from the College.

7. Risk management and incident response

- 7.1 To meet its duty of care owed to students, the College has proactive risk management procedures in place. This includes continually monitoring risks that may be associated with the Bus Service such as :
- (a) Actual or potential conflict between students such as bullying or harassment;
 - (b) Actual or potential hazards surrounding the location of a bus stopping point, considering a student’s mobility and other road hazards.
- 7.2 Effort will be made to pick up and drop student at their nominated location. Where this location is deemed unsafe, an alternate location may be arranged in advance and parents notified.
- 7.3 New students to the Bus Service are provided with a Road Safety brochure. The College expects all students who access the Bus Service to understand basic road safety.
- 7.4 Bus drivers may record the names of students and details of any incident, including bullying, dangerous behaviour on the bus, or any behaviour which is in breach of this or other College policies. The College will manage student discipline.

8. Termination of Agreement

- 8.1 Parents can elect to terminate the Bus Service by notifying Admin in writing.
- 8.2 A minimum 2 weeks notice must be provided
- 8.3 Fees will be pro-rated, including the 2 weeks notice period.
- 8.4 If payment has been made in advance, if no other fees are outstanding, a refund will be issued. If other fees are outstanding, the additional amount will be credited to the account.