



## 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 2025)

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.

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### Payment arrangement:

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

If you choose to set up a Direct Debit arrangement, contact the Finance department once invoice received.

### 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 .
- 1.2 Payment for the bus service is in addition to the Tuition Fees.
- 1.3 There are no concessions for bus fees.
- 1.4 Bus fees is calculated based on academic weeks.
- 1.5 Bus fees will be invoiced at the start of the year (or at the commencement of the service) and payment must be made in full.
- 1.6 If full upfront payment is not possible, Direct Debit **MUST** be arranged via the Finance team. Direct debit can either be fortnightly or monthly.
- 1.7 The Bus Service will not be offered if full payment is not received or if a direct debit arrangement is not set up.
- 1.8 The service will be stopped if the Direct debit is dishonored.
- 1.9 Two weeks' notice is required prior to terminating the service.
- 1.10 Once the child is assigned a space on the bus, payment of fees becomes mandatory regardless of use.
- 1.11 The account needs to be settled in full for the family to be eligible to apply for bus services for the following academic year.

## 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 Parent must abide by the Parent Code of Conduct – Bus services
- 2.3 If necessary, the College may at its discretion determine the priority of students to access the Bus Service.
- 2.4 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 the Executive Principal considers a parent has breached the Parent Code of Conduct – Bus services
  - (c) If there is inadequate patronage of the route for the collection or drop off of the student at the chosen address;
  - (d) If other fees are outstanding to the College (such as tuition fees);
  - (e) 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.
- 3.6 The College continually reviews our service to provide the best to our students and families. For operational reasons, we reserve the right to change a bus, driver, timing and/or sequence of pick up and drop off of students throughout the year. Parents will be notified of changes as and if required.
- 3.7 Times given for pick up and drop off are estimates only. Exact times each day cannot be guaranteed as they are subject to various factors including traffic, roadworks, accidents etc. Parents are encouraged to use the RollCall app for tracking the bus.

### **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 2025

No. of Children	Under 10km				Above 10km			
	Fortnightly \$	Monthly \$	Per Term \$	Per Annum \$	Fortnightly \$	Monthly \$	Per Term \$	Per Annum \$
1 child	65	141	424	1,698	75	162	485	1,940
2 children	99	214	643	2,570	114	247	740	2,959
3 children	131	283	849	3,396	149	323	970	3,881
4 children & more	157	340	1019	4,074	179	388	1,164	4,657

### 5. Change of address

- 5.1 A change of address must be communicated in writing signed by a parent/guardian of the student as much in advance as possible.
- 5.2 A change of address will be assessed as a new application and may be put on a waiting list until a service becomes available.
- 5.3 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) 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.