

BUS SERVICE AGREEMENT

AL SIRAAT COLLEGE INC

Association No. A0051356N
ABN 96 957 841 991

A registered independent school under the Education Training and
Reform Act 2006 (Vic)

A registered charity with the Australian Charities and Not-for-profits
Commission

Version 5 – 1 July 2026



AL SIRAAT
COLLEGE



Section 1: Introduction

The College provides a bus service for Year 3 to Year 12 students to assist families in transporting their children to and from school and can be withdrawn at any time. The safety of students travelling on a school bus is of paramount importance as well as respecting the rights of other students who are on the bus. This is the reason only older students are permitted to travel to and from the school on the school bus.

Contact:

Please contact 9407 7000 between the hours of 8.00am and 4.00pm Monday to Thursday and between 8:00am and 2:30pm on Friday.

After hours Monday to Friday contact 9407 7061 from 6.30am until 8.00am and from 4.00pm until 6.30pm.

PLEASE NOTE: DO NOT CONTACT THE DRIVER DIRECTLY

Safety:

Safely transporting students to and from the college is of paramount importance. Therefore, observation of the Student Behaviours on the bus is critical for the safety of all students. Failure to observe these rules will result in consequences outlined herein.

Video Cameras:

CCTVs are used in school buses as means to deter vandalism and identify student activity that may pose a threat to other students and driver. CCTV will be reviewed and handled in accordance with our Privacy Policy.

Section 2: 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. The following rules apply:

- Students must **remain seated at all times** during transit and also **wear their seat belts at all times**.
- No objects are to be thrown in or out of the bus at any time.
- Noise levels from students are always to be of a safe and acceptable level. Shouting is not permitted.



- In keeping with our Islamic principles, students are NOT permitted to listen to music on the bus. Students using headphones / earphones must ensure that the sound is confined to them only.
- Students are not permitted to view inappropriate content on either their school or personal devices.
- Students must respect the bus and bus property. Parents will be responsible for the cost of repairs resulting from wilful damage to the bus by their child. In such cases, students will forfeit the use of the bus service until the damage has been invoiced and repairs completed.
- Students are not allowed to call out or signal to any person outside the bus at any time.
- Students will not bring food, or any other items prohibited at school, onto the bus.
- Students must remain seated in the seats allocated by the driver.
- All students must follow instructions given by the driver.
- Students must not use inappropriate language or verbally abuse anyone on or outside the bus.
- The College takes no responsibility for loss or damage of personal belongings.

Section 3: Bus Service

- Bus services and routes are subject to change, based on operational requirements. Changes will be communicated in advance with affected students.
- Bus delays may occasionally occur that are out of our control, such as traffic issues, emergencies, etc. The RollCall app can keep parents updated if there are any changes.

Pick-up and Drop-off:

- A parent or guardian of a primary school aged student must be at the pick-up / drop-off point to receive the child when they are dropped off by the bus. The driver will not be able to leave primary students at the stop without an parent or guardian being present. If there is no adult present, then the student will be returned to the College.
- The student should be ready and waiting at the designated stop at least 5 minutes before the allocated pick up time in the morning – the bus driver will leave within 30 seconds if the student does not arrive. A small delay by each family adds significantly to the overall bus trip time and will result in the bus arriving late to school.
- Due to safety reasons, buses are restricted to set bus stops only.



Payment of Fees:

- The College subsidises the bus service for parents and provides the service below the cost of running the service. It is essential that parents of students who use the bus pay all school fees (which includes the bus service fee) on time.
- Accounts that are overdue by more than 21 days will result in the termination of the bus service without notice.

Section 4: RollCall App and Bus Cards

To ensure the safety of all students, it is a condition of enrolment in the College Bus Service that **parents download and use the RollCall app**. This system provides real-time tracking of student bus usage and allows parents to communicate absences directly to the bus driver via the app.

Parent Responsibilities:

- Parents must use the RollCall app to inform the bus driver if a student will be absent for any reason, such as due to sickness, travelling during school term, or being collected early from school.
- Parents are responsible for ensuring the RollCall app is kept up to date at all times.

Bus Cards:

- Each student is issued a bus card that must be tapped on when entering the bus and tapped off when exiting.
- Students may only travel on the bus with a valid bus card.
- **Students must keep their bus card on them and safe at all times.**
- Replacement cards will incur a \$20 fee, which will be automatically added to the family's school fees account.

Purpose:

- This system is in place to ensure student safety at all times.
- The RollCall app also provides parents with peace of mind by confirming whether their child is on the bus.



Section 5: Consequences

LEVEL 1 Behaviours:

- Shouting/Yelling in the bus
- Calling out or signalling to any person outside the bus
- Inappropriate use of language
- Littering

WARNINGS → Two

CONSEQUENCES:

- Cleaning the bus
- Suspension from the Bus Service – 1 day
- If behaviour continues – move to L2
- Restorative Conversation (Junior Years)

NOTE: If a student has already had two warnings for level 1 behaviours, no further warnings will apply and consequences will be immediate

LEVEL 2 Behaviours:

- Not following instructions of the bus driver
- Eating in the bus
- Not wearing seatbelts
- Inappropriate use of language consistently

WARNINGS → One

CONSEQUENCES:

- Suspension from the Bus Service for 2 days
- Removal from the Bus Service (for consistent behaviour)

LEVEL 3 Behaviours:

- Moving around in the bus
- Verbal abuse to students or the bus driver
- Violence
- Throwing things within or out of the bus
- Throwing things at the bus driver

WARNINGS → None

CONSEQUENCES:

- Suspension from the Bus Service for 5 days OR
- Removal from the Bus Service

Please Note: Certain inappropriate behaviours and actions, especially those that could endanger the safety of the driver and passengers, could result in immediate and permanent removal from the Bus Service.