



REQUEST FOR BUS SERVICE

I'm completing this form to:

Request a new bus service

Change details for an existing service

Cancel an existing service

Date of cancellation _____ / _____ / _____

Bus Run Details:

Address: _____

Date of Commencement / Variation: _____

Stop Location: _____

Stop will be the closest spot for safe pick

Type of Service Morning and Afternoon

Morning Only

Afternoon Only

Family Details / Contact Details:

Parent / Guardian 1: _____

Parent / Guardian 2: _____

Home / Work Phone: _____

Home / Work Phone: _____

Mobile Phone: _____

Mobile Phone: _____

Student Details:

Student Name: _____

Year: _____

Student Name: _____

Year: _____

Student Name: _____

Year: _____

Student Name: _____

Year: _____

Student Name: _____

Year: _____

Parent / Guardian Declaration:

I certify that:

- All application details provided by me are true and correct
- I will notify the College office immediately of any changes in relation to the bus service using the Request For Bus Service form.
- I understand that the fee charged is a per term fee and will not be discounted for non-attendance or withdrawal of the student prior to the end of the term.
- I accept payment will be due at the commencement of each school term.
- I understand that the Bus Service Agreement must be completed and signed by myself and my child (over Grade 4) for each student using the service.

.....
Parent/Guardian Signature

.....
Date

BUS SERVICES AGREEMENT



This agreement must be signed by the both the student (Grade 4 and above) and at least one parent.

Student Name:	Grade:	Period:
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In order to be able to access the bus service the parents and students must agree to the following terms. By signing this you are bound by the terms and conditions of this policy. Failure to adhere to the expectations outlined below (following this policy) will result in forfeiting the use of the bus service:

Student Behaviours:

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 allowed to listen to music on the bus. Students using headphones / earphones must ensure that the sound is confined to them only.
- 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 items prohibited at school on to the bus.
- Students must remain seated in the seats allocated by the driver.
- All students must follow instructions given by the driver

Pickup and drop off

- A parent should be at home to receive the child when they are dropped off by the bus. The driver will not be able to leave students at the door (especially the younger ones) without an adult being present.
- The student should be ready with shoes on before the bus comes – the bus driver will leave within 30 seconds if the student does not exit the house. A small delay by each family adds significantly to the overall bus trip time and will result in the bus arriving late to school.
- A visible light in the house or porch should be switched on to indicate the family is awake and ready. The family should be able to rely on hearing the bus engine and send the student outside promptly to avoid the bus driving using the horn and disturbing neighbours.
- Due to safety reasons, buses will not be able to enter tight streets – a pick-up / drop off point at another point will be arranged and the child must be ready at this point before time.

Payment Of Fees:

- The College subsidises the bus service for parents and provides the service below the cost of running the service. Is it 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 may result in the termination of the bus service.

I agree to these terms and conditions. I also acknowledge that failure to adhere to these expectations will result in forfeiting the use of the bus service.

Student Name: _____ **Student Signature:** _____

Parent Name: _____ **Parent Signature:** _____

Parent Name: _____ **Parent Signature:** _____