

Form 4: Application for Permission to Travel – General Public

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| --- | --- | --- | --- | --- |
| Year |      | Term |    | PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED |
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| APPLICANT DETAILS |
| First Name |       | Surname |       | Date of birth |       | Travel start date |    |
| **RESIDENTIAL ADDRESS** |
| Unit # |       | Street # |       | Address  |       |
| Town/Suburb |       | State |       | Postcode |       |
| Exact distance (in km) by the shortest practicable route | From home to school |       km | From home to bus stop |       km |
| **POSTAL ADDRESS**  |
| Unit/Street/PO Box Number |       | Postal Address |       |
| Town/Suburb |       | State |       | Postcode |       |
| Emergency contacts | 1.Name |       | Relationship |       | Telephone |       |
| 2.Name |       | Relationship |       | Telephone |       |
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| **TRAVELLER DETAILS** |
| Any medical problems or requirements the driver should be notified of? If yes, please provide details. |
|       |
| Which days do you intend to use this service? (please use **X** to highlight) |
| MON | [ ]  | TUE | [ ]  | WED | [ ]  | THU | [ ]  | FRI | [ ]  |
| Verbal reference checks are required prior to travel commencing. In some circumstances, written reference checks and criminal record checks are required. Please refer to the School Bus Program Policy and Procedures for more information, or speak to the coordinating school. |
| Reference 1 - Name |       | Telephone |       |
| Reference 2 – Name |       | Telephone |       |
| **Please attach a Working With Children (WWC) check or criminal matters check if required.**  |
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| OFFICE USE ONLY |
| Date Form Submitted |       | Form Signed - Yes/No – if no, return to Applicant/Parent/Guardian for signature |
| Date Form completed |       | Parent/Guardian signed? |       | Eligibility assessed - Y/N/NA? |       |
| Waitlisted - Y/N/NA? |       | Traveler signed? |       | Application Approved/Declined |       |
| Reference checks |
| Two verbal references checked? | Yes/No | Extra checks required? *(see below)* | Yes/No |
| WWC check (if required) | Yes/No | Criminal matters check (if required) |   Yes/No    | Special case: two written references (if required) |    Yes/No   |
| Has Applicant been notified in writing of travel status? |   Yes/No    | Date |       |
| **BUS SERVICE DETAILS** |
| **AM Bus Service (s)** |
| Bus route allocated |       | Bus operator |       |
| Interchange details -if req. |       | Bus operator |       |
| Pick-up bus stop location |       | Pick up time |       |
| Drop off bus stop location |       | Drop off time |       |
| Seat number allocated |       | Bus roll updated |       |
| Comments: |       |
| **PM Bus Service (s)** |
| Bus route allocated |       | Bus operator |       |
| Interchange details -if req. |       | Bus operator |       |
| Pick-up bus stop location |       | Pick up time |       |
| Drop off bus stop location |       | Drop off time |       |
| Seat number allocated |       | Bus roll updated |       |
| Comments: |       |

**OFFICE USE ONLY**

School Bus Coordinator Name (please print):

School Signature – Coordinating Principal / Delegate signature:

Date

## Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

**To ensure safe travel on school buses, students must agree to the following:**

* Not to play on the road at the bus stop or try to get on the bus before it has stopped.
* Make sure you and your belongings are inside the bus at all times.
* Not throw anything from a bus window or have anything hanging out a window.
* Place bags and other belongings in the allocated storage areas.
* Get on and off the bus quietly and in an orderly manner.
* Stay in your seat while the bus is moving. Wear a seat belt where fitted.
* Not distract drivers with screaming, shouting or unruly behaviour.
* When you get off the bus only cross the road when the bus has left and it is safe to do so.
* No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
* Travel on the bus service allocated to you, to and from your approved bus stop only; Do not change to one that will take you to a sports or social event.

**To ensure passengers are considerate to one another and their bus driver, they must agree to:**

* In the morning, arrive at the bus stop 10 minutes prior to departure.
* Not eat, drink or smoke while on the school bus.
* In the morning, let the school and driver know if you will not be travelling home on the bus that day.
* Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
* Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
* Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
* Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

**Non-compliance with any of the above conditions may result in the following:**

* The driver will stop the bus.
* The offender’s name and full details of the breach will be recorded.
* The offender will be transported to school or to their normal drop off.
* The breach will be reported to the coordinating principal.
* The coordinating principal will take disciplinary measures in accordance with the guidelines below.
* In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

**Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:**

Passengers may have permission to travel revoked at any time at the discretion of the coordinating principal. A serious offence that endangers other passengers, bus staff or property will result in immediate suspension.

**Responsibilities of parents/guardians (if applicant is under 18 years of age)**

* Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
* It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.

School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.

**IF THE PASSENGER IS UNDER THE AGE OF 18, A PARENT/GUARDIAN MUST COMPLETE AND SIGN THIS FORM ALONG WITH THE PASSENGER:**

**PARENT/GUARDIAN to Complete**

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address or education provider.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child.
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.

I understand that my child’s permission to travel on the school bus service is subject to the following terms and conditions:

1. My child may only travel where seating is available on the service after all students with prior rights have been accommodated.
2. I will make alternative arrangements if seating becomes insufficient after students with prior rights to travel are accommodated.
3. My child’s continued access to the bus service will be subject to review at the end of each term.
4. My child may not form a case or part of a case for the retention, extension or addition of services, or a route or timetable alteration, or the provision of a larger vehicle.

I acknowledge the decision about whether my child can travel on the school bus service is at the discretion of the coordinating principal, and may be reviewed at any time in accordance with these terms and conditions.

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

I understand that if I or my child do not comply with the Conditions of Travel, it may result in my child not being permitted to travel on the school bus service.

Parent/guardian name (please print)

Parent/guardian signature

Date

**PASSENGER to Complete**

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

Passenger name (please print)

Passenger signature

Date

**IF THE PASSENGER IS AGED 18 OR OVER, THE PASSENGER MAY COMPLETE AND SIGN THIS FORM WITHOUT A PARENT/GUARDIAN:**

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by my own actions.
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.

I understand that my permission to travel on the school bus service is subject to the following terms and conditions:

1. I may only travel where seating is available on the service after all students with prior rights have been accommodated.
2. I will make alternative arrangements if seating becomes insufficient after students with prior rights to travel are accommodated.
3. My continued access to the bus service will be subject to review at the end of each term.
4. I may not form a case or part of a case for the retention, extension or addition of services, or a route or timetable alteration, or the provision of a larger vehicle.

I acknowledge that the decision about whether I can travel on the school bus service is at the discretion of the coordinating principal, and may be reviewed at any time in accordance with these terms and conditions.

I accept the authority of the coordinating principal with regard to passenger discipline on the school bus service.

I agree to abide by the Conditions of Travel.

I understand that if I do not comply with the Conditions of Travel, it may result in me not being permitted to travel on the school bus service.

Passenger name (please print)

Passenger signature

Date