



## Yea High School Policy & Procedures

TITLE	BUS ALLOCATION – FARE PAYING PASSENGERS POLICY
MANAGEMENT AREA:	
PERSON RESPONSIBLE:	
LOCATION OF POLICY:	
DATE OF PREPARATION:	2013
ENDORSED BY SCHOOL COUNCIL:	June 2017
REVIEW DATE:	2020 – Every 3 years

### **RATIONALE:**

Yea High School, being centrally located between three secondary schools, is often considered by families as an alternative to their 'nearest school'. To this end families for whom Yea High School is not their nearest school seeking enrolment can request a place for their child on a school bus as a fare paying passenger. In particular, there has been a long association between Yea High School and the Kinglake district for educational provision and consequently access to a school bus.

### **AIMS:**

- To ensure that students are allocated appropriately to the school buses following School and Department of Education policies and regulations.
- To ensure bus allocation issues are dealt with effectively and efficiently.
- To implement the School Council travel assistance program for families in the Kinglake district.

### **IMPLEMENTATION:**

- Yea High School has the responsibility for the coordination of school buses, including the coordination of student travellers, payment of fares, and coordination of Emergency Management Plan procedures etc.
- A student may access travel to a school other than the nearest school upon payment of a fare. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis.
- School Council has endorsed a travel assistance program for students in the Kinglake district that supports students wishing to enrol at Yea High School in Year 7.



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- The School Council travel assistance program gives priority for students from the Kinglake Primary schools wanting to enrol at Yea High School and accessing the school bus at the start of Year 7.
- Priority for a seat on a school bus, as a fare paying passenger begins as enrolments for Year 7 commence, that is, as Grade 6 students submit their enrolment for the following year seats are allocated for the start of the following year.
- Students, other than School Council travel assistance program students, requesting a seat may be allocated a seat if the numbers at the time permit and the number of future enrolments under the School Council travel assistance program can be accommodated. This is more likely to be the case in the first semester of the school year.
- The school does not coordinate a waiting list other than that provided for under the School Council travel assistance scheme.
- Allocation of fare paying passengers to buses must be endorsed by the Principal.

### **EVALUATION:**

This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in bus operations occurs, or after every significant bus related incident

### **Policy History**

<b>Version Approval Date</b>	<b>Summary of Changes</b>
2013	Date of Preparation
June 2017	Review
June 2017	Endorsed by School Council