



## BUS TRANSPORT APPLICATION FORM 2024

**RIVERSIDE**  
CHRISTIAN COLLEGE

FAMILY INFORMATION			
Parent/Guardian Surname:		Family Code (if known):	
Parent/Guardian First Name/s:			
BUS & STOP AM: <small>(As per Riverside's Bus Stop Schedule)</small>			
BUS & STOP PM: <small>(As per Riverside's Bus Stop Schedule)</small>			
Start Date:			
Contact Phone Number:		Mobile Number:	
Emergency Contact Name:		Emergency Phone #:	

STUDENT INFORMATION			
Surname:		First Name:	
Grade in 2024:		Grade in 2024:	
Surname:		First Name:	
Grade in 2024:		Grade in 2024:	
Surname:		First Name:	
Grade in 2024:		Grade in 2024:	
Surname:		First Name:	
Grade in 2024:		Grade in 2024:	

INTENDED USE OF BUS - Please tick Full Time, Part Time or Casual and required days					
Full Time <small>(More than 6 trips per week)</small>	Part Time <small>(Max 5 trips per week)</small>			Casual <small>(as required add in notes)</small>	
To School:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
From School:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>NOTES:</b>					
<p><b>**If more space is required for notes, please email roster/timetable to buses@riverside.qld.edu.au**</b>  <i>*As places are limited preference is given to families who request full time travel arrangements</i></p>					

*I/We have read & agree to the Terms and Conditions of the Riverside Christian College bus service.*

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**\*Please complete the Bus Stop Supervision Form over the page.**

OFFICE USE ONLY						
Seats available	Added to RollCall	TASS Web UD	Kiosk EC	Bus Card	Start Date: ___ / ___ / ___	
Driver informed	Medical details printed	Confirmation email sent to parent		RollCall Welcome email sent		
Bus 1	Bus Stop 1	Bus 2	Bus Stop 2			

## BUS STOP SUPERVISION FORM

Parents/guardians are required to sign and return this form if:

1. You wish for your child to be left at a bus stop unattended (e.g. – so they may walk home)
2. You wish to allow others to collect your child (e.g. – sibling, friend, neighbour, relative)

I / we \_\_\_\_\_ give permission for my/our child/ren to be:

### 1. LEFT AT THE BUS STOP UNATTENDED

Please list the child/ren that have permission to be left at the bus stop unattended

Child Name:		Year Level:	
Child Name:		Year Level:	
Child Name:		Year Level:	
Child Name:		Year Level:	

### 2. COLLECTED BY OTHERS (PLEASE LIST)

Collected by:			
Contact Number:			
Child Name:		Year Level:	
Child Name:		Year Level:	
Child Name:		Year Level:	
Child Name:		Year Level:	

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

### BUS FEES (All Areas)

*\*Subject to change after yearly review*

TERM FEE	1 CHILD		2+ CHILDREN	
Full Time	\$	291.25	\$	532.50
Part Time – Max 5 Trips per week	\$	176.25	\$	320.00

ANNUAL FEE	1 CHILD		2+ CHILDREN	
Full Time	\$	1,165.00	\$	2,130.00
Part Time – Max 5 Trips per week	\$	705.00	\$	1,280.00

*\*Casual Trips (Subject to availability) incur a \$7.50 fee per child per trip which needs to be paid in advance of travel.*



## BUS SERVICE - Terms & Conditions

1. Each bus route will be allocated pick-up and drop-off points that most effectively meet the needs of families while also maintaining an efficient bus run. It is not possible to collect and drop students to and from their front doors. Families must select from the allocated bus stops and should not request individual arrangements.

At the beginning of the school year, Bus Booking forms must be completed well in advance to allow time for the set up of bus routes for the year. Parents will be advised of routes and stops in the week prior to Day 1. Bus routes will also be regularly reviewed each term and parents will be advised in advance if there are any changes.

2. It is a condition of use of the Riverside Bus Service that parents use the RollCall Parent app and make any changes to scheduled bookings via the App. This guarantees a place on your chosen route and ensures receipt of timely communications in the event of unplanned changes or emergencies. Bookings must be kept up-to-date and repeated failure to add or remove a student from a bus run may result in a fee being charged.

3. Full-time & Part-Time bus fees will be charged to school fees accounts each term. Casual bus bookings must be paid for prior to use of the bus service, otherwise added to school account at end of term. Parents may make bulk payments in advance to cover future casual bookings.

4. Students should be at the pick-up point a minimum of five minutes before the set time to allow for time variations. If for any reason the bus is not able to be at the pick-up point within 30 minutes of the set time, a text message will be sent to all parents of students who are booked on that run. Students should remain at the pick-up point for at least 30 minutes. Buses will not wait for late students.

5. Parents must ensure there is a responsible person with their students for both pick-ups and drop-offs. Drivers will stay with students if the bus is running early, until the scheduled time. Parents should wait/remain at the Bus Stop in situations where the bus is running late. Secondary carers can be added to RollCall who can monitor the bus route on the RollCall App.

The exception is if a **Bus Stop Supervision Form** has been completed.

6. All communications, enquiries or concerns should only be directed to the College office, or by emailing [buses@riverside.qld.edu.au](mailto:buses@riverside.qld.edu.au). Under no circumstances are parents to ring or try to address issues with bus drivers. Parents will be contacted if they ignore this direction.

7. The College will inform applicants of the applicable pick up and drop off locations and also the applicable times prior to commencement of the school year. This will be communicated within the week before school.

8. Please ensure you have read and understood the Bus Services Statement.



All parents should ensure the College has an up-to-date telephone number for contact. Updates can be made through Parent Lounge or by emailing the College.

## BUS SERVICE RULES

1. Students will be polite and courteous to the bus driver.
2. Students **MUST** obey any instructions given by the driver.
3. Entry will always be in an orderly manner and only with the driver's permission and in the presence of either the driver or a teacher.
4. Students **MUST** present their Student ID card or Bus Card to scan on and off the bus.
5. Students will remain seated during the entire trip, they will not move from seat to seat, jump on seats or rest shoes on seats at any time.
6. Seatbelts **MUST** be worn in buses where they are fitted.
7. Food, drink or chewing gum are **NOT** to be consumed at any time (excursions and sport included).
8. Noise levels are to be kept to a reasonable level at all times. Students will not shout, scream, swear or misbehave during the trip.
9. Electronic devices are permitted on silent or with the use of headphones whilst on the bus, but students must understand that they are doing so at their own risk and must follow rules outlined in the Code of Conduct.
10. Students will keep every part of their body inside the bus at all times.
11. Nothing will be thrown around the bus at any time, throwing items from the bus or littering is not permitted.
12. Students will not touch any other person on the bus or their belongings. This includes public displays of affection.
13. Teasing between students will not be tolerated. Respect for fellow students is to be shown at all times.
14. Students will not do anything to upset people inside or outside the bus.
15. Musical instruments must stay in their cases and not to be played during the bus trip.
16. Students are asked to report any new damage to the bus interior to the driver at the end of a trip.

## PENALTY GUIDELINES FOR INFRINGEMENT OF BUS RULES – as per Code of Conduct

1. Minor Infringement emailed to parents and entered onto Student file.
2. Moderate Infringements (also received after three similar Minor Infringements) emailed to parents and entered onto Student file.
3. Major Infringement (also received after three Moderate Infringements) emailed to parents and entered onto Student file. This will result in suspension from the Riverside bus service for a minimum of one day, increasing with repeated occurrences.

**\*\* Please retain this page for your information\*\***