Form 2: Application for Adhoc Travel – Student

This form is to be completed and signed by the Parent/Guardian of the student requiring the adhoc travel on the School Bus Program service.

Adhoc travel is at the coordinating principal's discretion to approve or decline. Adhoc travel is not available for student travellers.

Year:		Term:		Submit completed and signed form to enrolled school or coordinating school

TRAVELLER DETAILS

First Name:		Surname:	

School enrolled:		Year level:		Existing Traveller? ☐ Yes ☐ No

Any medical problems or requirements the driver should be notified of? If yes, please provide details:

Reason for travel:

Adhoc travel details (bus route, pick-up and drop-off location if known):

Enter the date/s of travel and if travel is in the morning, afternoon, or both:

Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM
Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM

I understand that my child's permission to travel on an adhoc basis on an existing school bus service is subject to the specific conditions of travel below and the standard conditions of travel provided on page 2.

1. My child may only travel where seating is available on the service after all students with prior rights have been accommodated. 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. Seats for adhoc travellers are not guaranteed.

2. Adhoc travel when approved is only for the dates marked on this form.

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.

Parent/guardian name:			
Telephone:		Email:	
Parent/guardian signature:			
Emergency contact name:		Telephone:	

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, passengers 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 and 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 (if applicable) 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:

- First offence   – **verbal warning to traveller.**
- Second offence   – written warning to traveller.
- **Third offence**   – one week suspension of traveller from school bus travel.
- Fourth offence   – the traveller will not be allowed to travel on the school bus for the remainder of the year.
- Adult 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.

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:	☐ Yes ☐ No
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:	☐ Yes ☐ No
Comments:			

Bus operator notified of adhoc approval and traveller details:	☐ Yes ☐ No

School Bus Coordinator Name:	
School Signature – Coordinating Principal/Delegate signature:	
Date:	

Cut off section below and give to student as approved travel pass – must be shown on request

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First Name:		Surname:	
School enrolled:		Year Level:	

Dates student approved for travel:

Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM
Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM	Date: ☐ AM ☐ PM

Purpose:	
Pick-up location:	Set-down location:
APPROVED BY and SCHOOL STAMP:	Date of issue: