



**APPLICATION TO TRAVEL
ON A SCHOOL BUS**

TR701

STUDENT DETAILS

SURNAME	GIVEN NAME	DATE OF BIRTH	SCHOOL ENROLLED AT FOR BUS TRAVEL IN 2010	2010 YEAR LEVEL

RESIDENTIAL ADDRESS	Phone:	
	Mobile:	
EMERGENCY CONTACT	Phone:	
	Mobile:	

EXACT DISTANCE BY SHORTEST PRACTICAL ROUTE		Name of Parent or Guardian: Please Print
Bus Stop to School _____ KM	Home to Bus Stop _____ KM	Date: ___ / ___ / _____

HOW MANY DAYS DO YOU INTEND TO USE THE BUS SERVICE PER WEEK? Eg 4 Days = 4/5.
 _____ / 5

IF NUMBER OF DAYS IS LESS THAN FIVE, PLEASE CIRCLE DAYS TRAVELLING	MON TUE WED THU FRID
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Please illustrate your actual address. A simple sketch is required showing the location of your home, indicating the name of your road/street as well as the nearest intersection with the distance of your home to the nearest intersection.

SKETCH HERE (If possible indicate the name of the bus route and show the nearest stop)

OFFICE USE ONLY	ELIGIBILITY CRITERIA					
	DATE TR701 RECEIVED	MAP RECEIVED	NEAREST SCHOOL	MORE THAN 4.8KM	VCE APPROVAL	GM'S EXEMPTION
	APPROVED	SIGNATURE		POSITION	DATE	
	NOT APPROVED					
	BUS DETAILS FOLLOWING APPROVAL					
	ROUTE NAME	AM PICK UP	PM PICK UP	BUS STOP		
	BUS COMPANY NOTIFIED			COMMENCEMENT OF TRAVEL		
	DATE:			DATE:		

BUS SAFETY REQUIREMENTS - GIPPSLAND REGION

CONDITIONS OF BUS TRAVEL

The safety of all travellers on school buses must be ensured at all times. The following conditions apply to all travellers on school buses.

1. All students must:
 - ☒ Obey instructions from the driver or bus captain.
 - ☒ Wait at the bus stop in an orderly fashion & not approach the bus until it has stopped.
 - ☒ Be punctual at the pick up (morning and night).
 - ☒ Enter and leave a bus in an orderly manner.
 - ☒ Not move around the bus in transit but remain seated at all times.
2. No part of any passenger or object in their position is to protrude out of windows or doors.
3. Boisterous conduct including the use of bad language or any action which may cause distress to other students or distract the driver will not be tolerated (e.g. spraying of aerosol cans).
4. Students must converse quietly and not call out to passing traffic or fellow students.
5. Storage of bags will be in accordance with advice from the driver.
6. Students have access to their allocated seat only. This will not be changed to meet sporting or social arrangements.
7. Students travelling to school by bus who intend not using the bus for the return trip should, out of courtesy, inform the driver.
8. After alighting from the bus, the student must remain on the side of the road & should only cross the road when the bus has driven off and it is safe to do so.
9. All students must treat others with courtesy and consideration.
10. No food or drink is to be consumed on school buses.
11. School bus travel is a privilege and not a right and consequences will apply for breach of these conditions.

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Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

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| 1. | 1st Referral | Verbal warning to student |
| 2. | 2nd referral | Written warning to parent |
| 3. | 3rd Referral | 1 week suspension of Student from travel on bus |
| 4. | 4th Referral | Suspension from bus for remainder of year |

Depending on circumstances, the above will be the process for any behavioural incidents relating to bus travel. For more serious incidents, expulsion from the school bus indefinitely could be enforced.