

Terms and Conditions

General Terms and Conditions

- To utilise this service, families must first enquire with our Bus Coordinator by emailing bus@calvary.qld.edu.au, to ensure there are spaces available.
- New applications must be in writing at the beginning of a new academic year or at the time of enrolment. Once applications are accepted, an email will be sent to confirm the booking.
- All new bookings or variations to bookings pertaining to new Terms, must be formalised via the Bus Booking Application or Amendment Form by the closing date for intakes each term. Please allow 14 days' notice prior to the booking to take effect.
- Once bookings are confirmed, bus runs and the payments thereof, will automatically roll over from term to term and year to year, unless changes are requested and made by the closing date.
- Any variations throughout the Terms must be made via our Bus Booking Amendment Form or email, allowing a minimum 48 hours' notice.
- Seating on the bus is subject to availability. Seating priority will be given to permanent users.
- Students will only be able to use the bus as per the bookings applied for, as approved by the Transport Service. The Transport Service will not modify a run from student notification, only notification provided in writing by the guardian/parent.
- Please note, from 2019 a flat fee will be charged for either One Way or Return trips, as relevant to your situation. This means that should you require the service for less than 5 days a week, you will still be charged the full rate for One Way or Return.
- Casual Trips – From 2019 the definition of a casual trip is a trip that is required on a once-off or infrequent basis and is usually the result of extenuating circumstances. Casual trips will only be provided if there is a seat available on the bus.

Fees

- Once placement is confirmed, bus fees are to be paid by automated payments.
- Payments will automatically roll over from term to term and year to year, unless changes are requested and made by the closing date.
- An Administration Fee of \$50.00 will apply for late applications, changes and cancellations to bus bookings after the closing date.
- Students will not be able to access the Bus Service unless an automated payment is in place to cover the fees, and payments are up-to-date.
- Seats will be forfeited if automated payments for bus fees are not up-to-date.
- Bus Fees are a flat fee per term. Any changes or non-usage will not be entitled to a credit, refund or pro-rata - including year levels that finish earlier in the year.
- Bus Fees are non-refundable.

Closing Dates for				
Term 1, 2019	Term, 2 2019	Term 3, 2019	Term 4, 2019	Term 1, 2020
26/11/2018	25/03/2019	17/06/2019	09/09/2019	25/11/2019

Bus Departure

Buses depart from back of the College site promptly at 3:15pm each day.

- If your child(ren) (Year 6 and under) are not met at the bus stop, or supervised by an older child as nominated, they will be brought back to the College and placed into ABV Care at your expense.
- If your child(ren) (Year 6 and under) fails to board the bus by 3:15pm departure time, they will be placed into ABV care at your expense.
- In the case where a Primary Student is sent to ABV Care, all parent contact details and student medical details will need to be completed by the parent at the centre.
- If your child(ren) (Year 7 and above) fails to board the Bus at 3:15pm departure time, they will be directed to the Front Office where you will be contacted to arrange alternate transport.

General Bus Behavioral Expectations

Listed below are some general behavior expectations for all primary and secondary students. These provided further details regarding general behavior when travelling on the bus (particularly for those students who regularly access our daily pick up and drop off service).

- Students will only be collected and dropped off at designated stops.
- In the morning, students are to ensure they do not arrive late for pick up – this will ensure the service runs on time and all students are punctual to school.
- In the afternoon, students are to promptly make their way to the buses as soon as they are dismissed from their final lesson. This will assist us in getting students home as quickly as possible. Buses will leave promptly at 3:15pm.
- In the afternoon, students wait for the bus at the designated area – they may enter the bus once the Bus Driver has given them permission to do so, and once their name has been marked off the roll. They are to enter the bus in an orderly manner and once their name has been marked off the roll they are not to get back off the bus.
- Students must treat others and property with respect at all times. Damage caused to any College Bus will not be tolerated.
- Students must follow instructions given by the Bus Driver at all times.
- Students are to sit in the area indicated by the Bus Driver.
- Students are to place their bags under the seats or in the designated compartments.
- Students must wear the seat belts if they are provided and face forward at all times.
- Students are not to move around the bus once it is in motion, and they must keep their feet off the seats.
- Students may socialise quietly, or use personal technological devices appropriately – though they must be careful not to cause a distraction for the Bus Driver.
- Students must keep windows shut unless given permission to open a window by the Bus Driver – if the window is open, students must be careful to stay within the bus and not allow any part of their body to protrude out of the windows.
- Students must not consume food or drink while on the buses. Bottled water with a lid is acceptable.
- Students must not throw any items around the bus or out of the bus.
- Students must wait for the bus to completely stop before standing up to leave.
- All students using the service have the responsibility of reporting any misbehavior or damage caused to the buses directly to the Bus Driver or the Primary or Secondary Office. Consequences for breaches to safety code include though not limited to: verbal warning, assigned seat, parental notification, bus suspension, school detention, school suspension, parental hearing, contact with the Police and possible criminal charge. Please note consequences will be administered at College discretion.