



APPLICATION REQUEST FOR BUS TRAVEL

Dear Parents / Caregivers

Students who wish to travel on a school bus within the Millicent District must submit an 'Application for Bus Travel', for consideration by Millicent High School.

It is within the DECD policy guidelines that students who are deemed 'eligible to travel' have first priority to travel on a school bus. Eligibility is granted to those students whose property gate is more than 5 kilometers from the nearest Government Primary or Secondary School (*dependent on year level of student*) by the quickest direct route. Applications will be considered for 'ineligible students' where seats are available. Please refer to the Bus Policy attached for eligibility criteria for bus students.

If you wish to apply for bus travel for your child(ren) please complete the Application Form attached and return to Millicent High School. It is imperative that ALL information on the form is completed to assist in the event of a bushfire or emergency. If you require assistance in completing your form, please contact Ann Sharp or Shannon Nicholls at Millicent High School on 87332400.

In line with the Bus Policy, Government students applying to bypass their School of Right (closest Government School) must do so with the Principal of their chosen school.

If you are requiring bus travel for your child(ren), please complete the attached Application for Bus Travel and return to the school.

Please do not hesitate to contact 87332400 should you require further information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Nicholls'.

Shannon Nicholls
Front Office Administration

A handwritten signature in black ink, appearing to read 'Peter Duncan'.

Peter Duncan
Business Manager

APPLICATION REQUEST FOR BUS TRAVEL MILLICENT AND DISTRICT

**Please NOTE this is an application only. Print all information clearly and
RETURN TO SHANNON NICHOLLS, MILLICENT HIGH SCHOOL**

YEAR(S) OF TRAVEL: _____

| SECTION 1: | | | | |
|------------------------------|-----|---------------------|---|---|
| Student's First & Surname | DOB | School Attending | Year Level <small>At the time of completing this form</small> | Medical Conditions <small>Your child's bus driver should be made aware of eg Asthma, allergies, such as bee stings and other information that is relevant.</small> |
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| SECTION 2: |
|-------------------|
| Bus Route: |

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| Distance from nearest Government school: |
|---|

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|--|
| Pick up / Drop Off location (if known): |
|--|

| SECTION 3: | | | |
|----------------------------|------------------------|-----|------|
| Family Information: | | | |
| Parent / Caregiver: | Relationship to child: | Ph: | Mob: |
| Other Parent / Caregiver: | Relationship to child: | Ph: | Mob: |

| SECTION 4: |
|---|
| Residential Address: <small>Please supply full details: Grid / Rapid / Key tag number, Section, Hundred, Lot number and other details so we can ascertain exact location. <u>This information is important in case of fires or other emergencies.</u></small> |
| House Number / Lot: _____ Street / Road: _____ |
| Hundred: _____ Town: _____ |
| Rural Addressing Number: _____ |
| Longitude: _____ Latitude: _____ |
| Postal Address: |
| |

| SECTION 5: | | | | |
|--|--------------|------------|------------|--------|
| Emergency Contacts: <small>Please nominate at least two people who you wish to be contacted in the event of an emergency. Please note: Parents / Caregiver will always be contacted in the first instance unless stated otherwise.</small> | | | | |
| Name | Relationship | Home Phone | Work Phone | Mobile |
| | | | | |
| | | | | |

| This information is provided by: | |
|----------------------------------|-------|
| Name: | |
| Signed: | Date: |

The information provided on this form will be held by Millicent High School, who are responsible for bus coordination.
If any details should change at any time throughout the year please advise Millicent High School.

OFFICE USE ONLY

ELIGIBLE:

INELIGIBLE:



Millicent High & District Schools

BUS POLICY

APPLYING TO TRAVEL

To be deemed '**Eligible**' for travel on a Department for Education & Child Development (DECD) provided school bus to and from school, students must reside 5kms or more from their residence to the nearest Government school.

ELIGIBLE students:

Students who meet the above criteria should complete a 'Request for Bus Travel Form' available from Millicent High School and return to the bus coordinator for processing. The bus coordinator will allocate the student a seat on the bus and inform the parent and / or care-giver of the pick-up/set down points and times.

INELIGIBLE students:

Students who do not meet the eligibility criteria to travel on a bus may submit an application for consideration to Millicent High School who will determine if a spare seat is available.

Ineligible students include:

- Kindy students
- Primary and Secondary Government and Non-Government students who reside within 5km of their nearest Government school

PLEASE NOTE: whilst ineligible students may be granted permission to travel on a bus where seats are available, they may be removed from a bus at any time the seat is required for an eligible student. In the event of a bus being over capacity, ineligible students will be removed in order of those residing within the closest distance of their 'School of Right'. Families will be informed in writing.

BYPASSING

- **Government Students requesting to bypass their 'School of Right' (closest Government School)** must do so by completing the appropriate paperwork with the Principal of their chosen school. The Principals of the affected schools will liaise to determine if the applicant is deemed eligible or ineligible to travel in accordance with the Departments School Transport Policy guidelines. The Principal of the chosen school will inform the applicant and Millicent High School of the outcome.
- **Non-Government Students requesting to bypass their 'School of Right' (closest Government School)** must do so by completing the appropriate paperwork and forwarding an application for school bus travel to Millicent High School. Consideration is then given to bus travel subject to spare seats being available on that particular bus.

For any ineligible students who have been given permission to travel on buses, requests need to be assessed each year.

SHORT-TERM REQUESTS

Approval to travel on a school bus on a casual basis must be made in writing and forwarded to the Bus Coordinator at least 24 hours before the requested travel time. Approval will only be granted if space permits. Temporary approval to travel and a temporary bus pass to travel will be issued and must be given to the bus driver.

For once off travel (ie: a sleepover, party, etc) a note is required from the parents, and a pass can be issued from your child's school if room is available.

TRAVELLING ALLOWANCE

If you live 5kms or more from the closest DECD provided school bus service you may be eligible to claim a travelling allowance. To apply for this allowance, the parent and/or care-giver must complete an application form (ED226) which should be completed and signed by the applicant and the principal of the school the child is attending. The application is then forwarded to DECD for assessment. If the request for Travelling Allowance is approved the parent and / or caregiver will be advised, then must complete a claim form (ED228) and submit it on the last day of each term. These forms are available from Reception.

PARENT / CARE-GIVER RESPONSIBILITIES

Students must be at the designated pick-up point at least five minutes before the expected arrival time.

- If a student is not going to be travelling on the bus or is being picked up at a different stop, the parent / caregiver is responsible for informing the bus driver. If you inform your child's school please allow plenty of time for the school to inform the driver.
- If your child is being picked up by a person unfamiliar to the driver, a signed note should be presented to the driver.
- If you have any concerns about issues arising from the bus please contact the Bus Coordinator or Deputy Principal, listed below.

BUSH FIRE POLICY

Millicent High School is not deemed to be in a high fire risk area and will not close on days of **catastrophic** fire risk. However, a number of schools in the surrounding district and served by Millicent High School buses will close. **Note that NO buses will run on these days.** The determination of a catastrophic day is made after 4pm on the day prior to and information is spread by radio and television and the CFS website (www.cfs.sa.gov.au).

Should a fire occur during the day in any of the areas served by our buses, the particular bus will not run until we have been notified by the authorities that it is safe to allow travel along the normal bus route. If this clearance is not received before 4pm then students will be held at Millicent High School and will need to be picked up by a parent or responsible adult known to the student.

Parent\Caregivers will be notified of a cancelled bus as soon as we are able to make the decision. *(This is a good reason to ensure you inform us of any changes to your phone numbers).*

CODE OF CONDUCT

- **RESPECT for the driver by:**
 - Following their directions
 - Not distracting the driver
- **RESPECT for the rights of all travellers to be safe and harassment free, by:**
 - entering and leaving the bus in an orderly manner
 - not throwing anything, at any time
 - remaining in your seat facing forward with the seat belt fastened (where fitted)
 - not eating or drinking on the bus without the driver's permission
 - keeping noise to an acceptable level
 - using only appropriate language
 - aisles free of bags, etc
- **RESPECT for property and the environment by:**
 - not damaging or defacing the bus
 - not interfering with the property of others
 - not throwing anything out of the bus
- **RESPECT for yourself by behaving in a manner which brings:**
 - credit to yourself and your school
 - ensures you retain the privilege of school bus travel

The behaviour code for the school that the student attends also applies on the bus. Failure to comply with this Code of Conduct may result in loss of travel privileges. This will be actioned by the Deputy of MHS in consultation with the students Principal.

Generally there will be an increase of the time the student is removed from the bus for each additional breach of the Code of Conduct over a school year, however each case will be determined independently.

- **CONSEQUENCES:**
 - First breach: Removal from the bus for one day (no warning)
 - Second: Removal from the bus for up to 5 days
 - Third: Removal from the bus for up to 4 weeks
 - Fourth: Removal from the bus for up to 8 weeks or indefinitely

CONTACTS

Bus Coordinator Shannon Nicholls Phone: 87332400
Deputy Principal Graham Bell Phone: 87332400



Millicent High & District Schools

BUS RULES

1. All students **MUST BE SEATED** while the bus is in motion.
2. Students will respect the driver and obey instructions at all times.
3. **NO EATING OR DRINKING** on the bus with the exception of a water bottle (the driver may give permission in extreme circumstances).
4. **NO** throwing of any objects, either on or out of the bus.
5. Hands or arms are not to be extended out of the windows.
6. Students are to remain facing forward at all times.
7. Students must remain in the seats, which are allocated to them.
8. Feet are not to be placed on the seats.
9. Students must respect property, both the bus and that belonging to other passengers.
10. Quiet conversation is allowed, but must be kept to a noise level that does not distract the driver.
11. Seat belts **MUST** be worn at all times.