



## 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 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

**Shannon Nicholls**  
Bus Coordinator

**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 at MILLICENT HIGH SCHOOL or email to  
shannon.nicholls238@schools.sa.edu.au**

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>

SECTION 2:
<b>Bus Route:</b>

<b>Distance from nearest Government school:</b>
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<b>Pick up / Drop Off location (if known):</b>
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Parent / Caregiver:	Relationship to child:	Mob:
Parent / Caregiver email address:		
Other Parent / Caregiver:	Relationship to child:	Mob:

SECTION 4:
<b>Residential Address:</b> <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: _____

<b>Postal Address:</b>

Emergency Contact Name	Relationship	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

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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

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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

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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.





*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.