

## Private Bus Service - Application Form & Billing Confirmation

In signing the below, you agree to the charge of \$225.00 per student, per term being applied to your College Fee Account for the use of the College Private Bus Service. You further agree that you and your child/ren understand and will abide by the Arndell Anglican College Private Bus Service Terms & Conditions and the Private Bus Code of Conduct on the following pages of this document.

Parent/Carer Name:	
Signature:	Date:

### Traveler Information

<b>Student 1 Name:</b>		Year:
Bus 1 <input type="checkbox"/>	Bus 2 <input type="checkbox"/>	Bus 3 <input type="checkbox"/>
AM Stop:		PM Stop:
<b>Student 2 Name:</b>		Year:
Bus 1 <input type="checkbox"/>	Bus 2 <input type="checkbox"/>	Bus 3 <input type="checkbox"/>
AM Stop:		PM Stop:
<b>Student 3 Name:</b>		Year:
Bus 1 <input type="checkbox"/>	Bus 2 <input type="checkbox"/>	Bus 3 <input type="checkbox"/>
AM Stop:		PM Stop:
<b>Student 4 Name:</b>		Year:
Bus 1 <input type="checkbox"/>	Bus 2 <input type="checkbox"/>	Bus 3 <input type="checkbox"/>
AM Stop:		PM Stop:

## Private Bus Service Terms & Conditions of Use

1. The bus route and scheduled stops are not negotiable, and subject to annual review over the summer holiday break. Applications for review of an additional stop must be made in writing before 30 November to [enquiries@arndell.nsw.edu.au](mailto:enquiries@arndell.nsw.edu.au).
2. The commitment to using the Arndell Private Bus is for a full year (or the remainder of a current year). The commitment rolls over each year unless the College is notified of the student withdrawing.
  - i. There is no refund of bus fees charged for a term, nor any waiving of bus fees outstanding, if a student ceases using the bus service or is withdrawn from the College during a term or is absent from the College for any reason (illness, holidays, overseas travel, etc.).
  - ii. If a student is withdrawn at the insistence of the College, the full term's bus fees remain payable.
  - iii. Withdrawal of a Student from the bus service for an upcoming term requires notice in writing to the College no later than fourteen (14) days prior to the conclusion of the current term. Failure to provide this notice will incur the upcoming term's bus fees in full. Withdrawal requests can be emailed to [enquiries@arndell.nsw.edu.au](mailto:enquiries@arndell.nsw.edu.au).
3. The College does not guarantee the provision of the bus service if a family changes address.
4. The College does not guarantee the provision of the bus service to siblings where the service is already at capacity.
5. Only College students, staff, and the driver are permitted on the bus at any time.
6. Once registered for the bus service, CDC will upload the student data onto their Transportme portal and issue a bus pass to each student.
  - i. Students using the service must tap on and off each and every trip with their own issued bus pass. The driver has the right to refuse passage to any Student who does not tap on with their own valid bus pass.
  - ii. The bus pass is not transferrable.
  - iii. Lost or damaged bus pass can be replaced by request at the College Reception or by emailing [enquiries@arndell.nsw.edu.au](mailto:enquiries@arndell.nsw.edu.au) for an additional cost of \$5.00.

## **Private Bus Service Code of Conduct**

1. Student/s must:
  - I. Be polite and considerate to other passengers and the driver. Noise levels from students must be at safe and acceptable levels. Shouting is not acceptable.
  - II. Be ready to board the bus at the designated time with your bus pass ready to tap on/off each journey.
  - III. Fasten seatbelts at all times.
  - IV. Remain clear of the bus before boarding and on leaving the bus.
2. Passengers should not cross the road behind or in front of the bus but should wait until a clear view is available in both directions.
3. For safety reasons, the aisle in the bus must be kept clear at all times.
4. There is to be no standing in the aisles while the bus is moving.
5. If passengers need to stand to leave the bus, it is a requirement that no one stands closer to the front of the bus than the second row of seats until the doors open.
6. Passengers, parents/carers must comply with all directives on bus safety given by the driver.
7. If a passenger does not observe all reasonable requests from the bus driver, then the passenger's name will be given to the College and future use of the bus service may be suspended or terminated.
8. No part of the passenger, nor any belongings or objects are to protrude outside the bus.
9. Items must not be thrown out of the bus or thrown within the bus.
10. Emergency evacuation procedures will be reviewed with passengers at the beginning of each term.
11. If at any time there is a need to evacuate the bus, all personal items must be left on the bus.
12. All students must wear full College uniform when waiting at bus stops (morning and afternoon), including the College Blazer with their winter uniform. College Sport jackets are only to be worn with the sport uniform.
13. Use of audio and mobile devices is at the discretion of the driver.
14. Any damage caused by passengers will be charged to the parent/carer.
15. Eating and drinking is not permitted on the bus, except for water.
16. Only students who have applied for and been accepted for the bus service may be transported on the bus.
17. Any student who bullies or intimidates another person will automatically be excluded from travelling on the bus service for a specified period, as determined by the College. Students using the bus service are bound by the College's rules, policies and procedures. Any student failing to observe the Private Bus Code of Conduct will forfeit their use of the bus service.
18. The College reserves the right to suspend or terminate use of the bus service for passengers who do not abide by the Private Bus Code of Conduct.

## **Responsibilities of Parents/Carers of Student Passengers**

1. Parents/Carers are responsible for ensuring that students are safely aboard the bus each morning or are responsible for taking the student to the College. The bus will not wait for students who are late at the pick-up point.
2. Parents/Carers should contact CDC Charter directly on 1800 473 267 for queries relating to the particulars of travel for their child or items of lost property.
3. Parents may download the TransportMeApp to monitor their child/children's bus to check location.