



# AL IMAN COLLEGE

ABN 466 012 880 82  
20 – 40 Rees Rd, Melton South VIC 3338  
PO Box 2337, Melton South VIC 3338  
Email: info@aliman.vic.edu.au  
Web: http://aliman.vic.edu.au/  
Tel: 03 9743 4140

## REQUEST FOR COLLEGE BUS TRANSPORT

This form should be completed to:

- Request for college bus transport
- Change details of an existing college bus transport
- Cancel an existing college bus transport

Date for this request to be effective from: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Student details:

1. Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
2. Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
3. Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
4. Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
5. Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student will be riding college bus (Please tick one):  to college  from college  to and from college

Home Address: \_\_\_\_\_

### Parent/Guardian Information:

	Parent / guardian 1	Parent / guardian 2
Full name		
Home phone number		
Work phone number		
Mobile phone number		
Emergency contact (other than Parents)		

By signing this form, I/we agree to pay the due travel cost per term per child (due before the start of the term) in advance for each term and agree to abide by the terms and conditions set by the college for the bus transport use. (No refund if the service is cancelled during the term).

\_\_\_\_\_  
Signature of Father/Mother/Guardian

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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## Conditions of College Bus Transport Use

The safety of students travelling on school buses is of paramount importance. It is the right of all school bus travellers to have the safest possible service provided. The driver will treat all students respectfully and in turn will be treated respectfully by all students.

It is the responsibility of all bus users to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers.

### **The College is responsible for:**

- Maintaining buses in a clean and safe operation.
- Ensuring each bus carries an accurate list of all bus users listing names, addresses and contact numbers.

### **Bus drivers are responsible for:**

- Driving in a safe manner.
- Managing student behaviour in a manner consistent with school discipline policies.
- Reporting serious and/or persistent incidents of misbehaviour to Principal.

### **Parents/guardians are responsible for:**

- the behaviour of their children
- discussing the Conditions of College Bus Transport Use with their children so they fully understand what they should and should not do
- making sure that their child/children are ready to be picked up before the college bus arrives. The bus driver is not allowed to wait more than 30 seconds. The driver is not allowed to use the horn to inform the parents of his/her arrival.
- paying any damages caused by their child/children
- raising any issue about the driver with the College administration. It is not appropriate for parents/guardians to approach a driver on an issue while the bus service is in operation.

### **Students are required to:**

- Follow bus driver's instructions
- Respect the bus and the driver – no litter.
- Sit in the seat allocated unless they have approval from the driver to change seats.
- Remain in your seat at all times and do not put any part of your body outside the bus.
- Talk quietly and avoid noise which may distract the driver.
- Respect other passengers and their property.
- Behave in a courteous manner to others on the bus.
- No eating or drinking unless you have permission from the bus driver.
- No abusive/offensive language.
- No playing.
- **Lateness cannot be accommodated, as the driver's schedule allows no time for waiting.**

### **The Principal may suspend students from travel on the bus for serious and/or repeated instances of misbehaviour.**

The driver is responsible for managing behaviour on the bus. It is expected that minor breaches of the rules will be addressed and when these are repeated, they will be documented by the driver. The driver will report serious and/or repeated breaches of these rules, and any incident or concern that interferes with the safe operation of the bus, to the Principal.

The school Principal will investigate any reported issue and if it is substantiated the following procedure will be used, over a term.

- Step 1 – first incident-----verbal warning
- Step 2 – second incident-----lunchtime detention.
- Step 3 – third incident (or unacceptable behaviour)----- 1 day suspension from bus travel.
- Step 4 – fourth incident (or repeated unacceptable behaviour)-----1 week suspension from bus travel.
- Step 5 – fifth incident (dangerous behaviour or highly dangerous or life threatening behaviour)-----permanent Ban from bus travel and/or Suspension or expulsion from college

The Principal may decide to take any of the above step depending on the severity of the incident (e.g. serious bullying and harassment of other passengers, allowing any part of the body to protrude from the bus whilst bus is in motion, stopping others from disembarking at their stop, verbally threatening the driver, standing on steps or in areas not set aside for standing and refusing to sit down, pushing and shoving when boarding or exiting bus, swinging on bus handrails, throwing things inside or out of the bus, fighting with other passengers, causing significant damage to property in buses, using matches and lighters, carrying dangerous items, pushing students out of the doors or windows, interfering with the driving controls or emergency door release, assaulting the driver or other passengers, interfering with safety equipment or recklessly or negligently endangering the safety of passengers or themselves)