

Chartered Bus: Terms and Conditions

Mater Christi College provides a subsidised chartered school bus service to support student access to the College. These buses are not part of the public transport system and carry only Mater Christi students. The bus service is a very expensive operation and is significantly subsidised by the College. To ensure minimum costs for families, bus pass charges are based on a full year.

All eligible student travellers must apply for the Conveyance Allowance and authorise the College to retain the allowance. This assists the College to continue to subsidise the cost of the Charter bus.

To be eligible for the Conveyance Allowance:

1. “a student must reside 4.8km or more by the shortest practicable route from the College” and
2. families must submit an application to the College.

Annual Charter Bus Fee (with signed Conveyance Form): \$1,300 per family

Annual Charter Bus Fee (No signed Conveyance Form): \$2,000 per family

Year 12 Student Only: \$845*

***(if more than one student, normal fees apply)**

The College continually reviews the efficiency of the bus service and occasionally alters routes to meet demand. We welcome feedback that allows us to meet our aim of providing safe and efficient travel.

For information on Bus Routes including stops and timetables, go to “Quicklinks/Transport” on the College website.

For further information regarding the Chartered Bus service, please contact the Finance Office on accounts@materchristi.edu.au or 9757 0998.

Terms and Conditions:

- Applications are to be submitted **annually** via the reply slip before **30 September each year**. Later applications will be processed upon receipt.
- All applications must have a completed Private Bus Conveyance Allowance Form.
- Applications for travel are approved for a specific route and are not transferable.
- The Charter Bus fee is billed annually in October on the school account and is non-refundable.
- The full cost for the year becomes due and payable if a student ceases bus travel without notice.
- Non-payment of the Bus charge will result in cancellation of the Bus Pass.
- Current Charter Bus users wishing to take another bus must obtain a temporary bus pass from Main Reception prior to the day of travel. Temporary bus passes are subject to seat availability.
- Casual Bus passes for non Charter Bus travellers are available for \$7 per day, from Main Reception and are subject to seat availability. Casual Bus passes are to be purchased prior to the day of travel and are not transferrable.

Student Code of Conduct:

Students are expected to behave safely and responsibly at bus stops and while travelling and:

- arrive at the bus stop 10 minutes early.
- carry their Student ID card at all times as they will be required to tap on and off their bus.
- respect the rights of other passengers and the bus driver.
- must not distract the bus driver.
- follow the instructions of the bus driver.
- remain seated and use seat belts (legal requirement).
- keep bus and bus stops free of litter.
- keep the aisle clear of school bags and other obstructions.
- travel only on their registered bus route.
- behave in accordance with the College's policies and procedures.

Students will be suspended from using the Charter Bus service if it is deemed they are breaching the Conditions of Use.



Chartered Bus Application

For planning purposes and to ensure your daughter is allocated a seat, please complete and return this application to the Finance Office at accounts@materchristi.edu.au

Student Name: _____

Bus Route Name: _____
(e.g. Endeavour Hills 4)

Bus Stop Number AM: _____
(e.g. Stop 6 Heany Park Road)

Bus Stop Number PM: _____
(e.g. Stop 8 Trisha Drive)

Please refer to The College Website for Charter Bus Timetables.

- I have read and accept the conditions of use for the Mater Christi College Chartered Bus Service.
- I have signed the Conveyance Allowance Form and authorise the College to retain the allowance.

Parent / Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Form 2: Conveyance Allowance Application - Private Bus travel

Year		Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED			
APPLICANT DETAILS							
RESIDENTIAL STREET ADDRESS							
Unit #		Street #		Address			
Town/Suburb				State		Postcode	
Exact distance (in km) by the shortest practicable route				From home to school	km	From home to bus stop	km
PARENT/GUARDIAN DETAILS							
First Name			Surname			Telephone	
First Name			Surname			Telephone	
Email							
TRAVELLER DETAILS							
Student one							
First Name			Surname			Date of birth	
School enrolled					Year level		
VSN					FTE (must be 3 days or more attendance):		
Student claiming (please use X to highlight)							
To/from school	<input type="checkbox"/>	Off campus only	<input type="checkbox"/>	To/From School and off campus	<input type="checkbox"/>		
Single mode (One mode of transport only)	<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop	<input type="checkbox"/>				
Student two							
First Name			Surname			Date of birth	
School enrolled					Year level		
VSN					FTE (must be 3 days or more attendance):		
Student claiming (please use X to highlight)							
To/from school	<input type="checkbox"/>	Off campus only	<input type="checkbox"/>	To/From School and off campus	<input type="checkbox"/>		
Single mode (One mode of transport only)	<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop	<input type="checkbox"/>				
Student three							
First Name			Surname			Date of birth	
School enrolled					Year level		
VSN					FTE (must be 3 days or more attendance):		
Student claiming (please use X to highlight)							
To/from school	<input type="checkbox"/>	Off campus only	<input type="checkbox"/>	To/From School and off campus	<input type="checkbox"/>		
Single mode (One mode of transport only)	<input type="checkbox"/>	Multi mode* Must be 4.8km or more to Bus Stop	<input type="checkbox"/>				
<p>If there are more than three students claiming from this home residence, please complete another Form 2 and attach together.</p> <p>*Multi mode provision does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km. If multi mode includes public transport, complete Form 3 to accompany this private bus application. The least expensive public transport fare is payable only. Please provide school with a copy of your ticket/fare purchase to attach to Form 3 e.g. Victorian Student Pass, Transit Student Pass.</p>							

OFFICE USE ONLY

Date Form Submitted		Form Signed - Yes/No – if no, return to Parent/Guardian for signature		
Parent/Guardian signed?		Date entered/assessed on SCAS		Eligible on SCAS - Y/N?
Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy e.g. lack of available spaces at nearest school/s, Special Case Panel Approval. Attach proof for this application e.g. Letter(s) confirming refused entry from all nearer schools is required to be submitted with the application. The letter(s) should be dated prior to the commencement date of the student at the school applying for the conveyance allowance.				
Student one				
Student two				
Student three				
Note: Students not attending their nearest school/campus may qualify for a conveyance allowance in some circumstances only. Sibling rights do not apply in any of these circumstances. Further information regarding these circumstances can be found in the Conveyance Allowance Program policy available online at: www.education.vic.gov.au/travellingtoschool or by contacting your school.				

OFFICE USE ONLY

School SCAS Coordinator Name (please print): _____

School Signature – Principal / Delegate signature: _____

Date _____

Eligibility

An application on behalf of a student may be submitted if the student is:

- a Victorian resident;
- school aged and enrolled (3) three or more days per week at a school; and
- attending a school/campus located outside the Melbourne metropolitan conveyance boundary

A student who meets the above requirements may be eligible if they:

- attend their nearest or designated neighbourhood government school/campus appropriate to their year level, at which admission is permissible, or
- attend their nearest appropriate non-government school/campus appropriate to their year level, at which admission is permissible, and
- reside 4.8km or more by the shortest practicable route from the campus attended

Note: Eligibility is assessed when the School completes your child's application on the Student Conveyance Allowance System (SCAS). If approved, the allowance payable is based on the one way distance to make the journey to and from school. No private bus allowance is payable if the journey to and from school could be made using a public transport service or contract school bus. For further information regarding the Conveyance Allowance Program see: www.education.vic.gov.au/travellingtoschool

***Multi mode conveyance allowances**

Multi mode conveyance allowance applies when a student uses more than one mode of transport (e.g. private bus and public transport) for a journey between home and school.

A conveyance allowance may be granted at the appropriate rate for private transport or public transport where the distance travelled is 4.8km or more for each leg of the journey. This provision does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km.

Where two modes of private transport are used (private car and private bus), the amount payable is based on the distance from the student's residence to the school/campus at the private bus rate.

Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Multimode is not applicable under the 'next nearest' school allowance or to attend a more distant school.

PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct to my knowledge.
2. I will notify the principal/delegate in writing within 7 days of any change of address or school.
3. The school will use personal information I have provided such as my address, child's enrolment details to assess and confirm their eligibility for the Conveyance Allowance Program using the Student Conveyance Allowance System (SCAS).
4. I consent to release this information to Department of Education (DET) representatives to assist with assessing my application on SCAS.
5. I understand the conveyance allowance is for the student/s named on the application form/s and cannot be withheld by the school in lieu of fees or late payments.
6. I understand my signed consent is required with this application form for the school to keep the conveyance allowance as a contribution towards privately procured transport services to and from school only (*please complete/sign consent below*).

Parent/guardian name (please print) _____

Parent/guardian signature _____ MUST BE SIGNED

Date _____

PARENT/GUARDIAN CONSENT FOR SCHOOL TO WITHHOLD CONVEYANCE ALLOWANCE:

I consent that:

1. The conveyance allowance payable to the student/s named on this application form will be withheld by the school as a contribution towards privately procured transport services to and from school only.
2. I understand there may be additional costs incurred which the school may request that I cover.
3. I understand the conveyance allowance cannot be withheld or contribute towards procured bus services for school excursions.
4. I will notify the principal/delegate in writing if I wish to withdraw my consent to withhold my child's conveyance payments.
5. I understand withdrawal of my consent may not be effective until the next term claim period.

Parent/guardian name (please print) _____

Parent/guardian signature _____ MUST BE SIGNED

Date _____