



## Charter Bus

Mater Christi College provides a subsidised charter school bus service to Mater Christi students only.

All 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.

2023 Annual Charter Bus Fee (with signed Conveyance Form): \$1,400 per family

2023 Annual Charter Bus Fee (No signed Conveyance Form): \$2,100 per family

2023 Year 12 Student Only (if more than one student, normal fees apply): \$985

The College reviews the efficiency of the bus service and occasionally alters routes to meet demand.

## 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](mailto:accounts@materchristi.edu.au).

Student/s Name:	
Bus Name:	
AM Bus Stop:	
PM Bus Stop:	

Please refer to The College Website for Charter Bus Timetables.

I have read and accept the conditions of use for the Mater Christi College Charter Bus Service.

I have signed and attached the Conveyance Allowance Form and authorise the College to retain the allowance.

**Parent / Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Terms and Conditions:

- Applications are to be submitted **annually** via the reply slip before **20 October 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

# Form 2: Conveyance Allowance application - Private Bus travel only

Year		Term		<b>PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED</b>			
<p>If there are more than three students claiming from this home residence, please complete another Form 2 and attach together.</p> <p>Please complete Form 5 for Multi-mode conveyance allowance: when a student uses more than one mode of transport (e.g. private bus and public transport) for a journey between home and school. The distance travelled must be 4.8km or more for each leg of the journey.</p>							
<b>APPLICANT DETAILS</b>							
<b>RESIDENTIAL STREET ADDRESS</b>							
Unit #		Street #		Address			
Town/Suburb				State		Postcode	
Exact distance (in km) from home to school by the shortest practicable route						km	
<b>PARENT/GUARDIAN DETAILS</b>							
First Name			Surname			Telephone	
First Name			Surname			Telephone	
Email							
<b>TRAVELLER DETAILS</b>							
<b>Student one</b>							
First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (student must attend 3 days i.e. FTE 0.6 or more):			
<b>Student claiming</b> (please use <b>X</b> to highlight)							
To/from school	<input type="checkbox"/>	Off campus only	<input type="checkbox"/>	To/From School and off campus	<input type="checkbox"/>		
<b>Student two</b>							
First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (student must attend 3 days i.e. FTE 0.6 or more):			
<b>Student claiming</b> (please use <b>X</b> to highlight)							
To/from school	<input type="checkbox"/>	Off campus only	<input type="checkbox"/>	To/From School and off campus	<input type="checkbox"/>		
<b>Student three</b>							
First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (student must attend 3 days i.e. FTE 0.6 or more):			
<b>Student claiming</b> (please use <b>X</b> to highlight)							
To/from school	<input type="checkbox"/>	Off campus only	<input type="checkbox"/>	To/From School and off campus	<input type="checkbox"/>		

## 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: <https://www2.education.vic.gov.au/pal/conveyance-allowance/policy?Redirect=1>

### **\*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.

Refer to Form 5

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. 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				
<b>Note:</b> 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: <a href="https://www2.education.vic.gov.au/pal/conveyance-allowance/guidance">https://www2.education.vic.gov.au/pal/conveyance-allowance/guidance</a> or by contacting your school.				

OFFICE USE ONLY	
School SCAS Coordinator Name (please print):	_____
School Signature – Principal / Delegate signature:	_____
Date	_____

**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 \_\_\_\_\_

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 \_\_\_\_\_

Date \_\_\_\_\_