



## ***Bus Travel Coordination***

The following information to clarify arrangements for student bus travel to and from school, where available.

While parents/guardians have primary responsibility for transporting their children to and from school, the School Bus Program (SBP) assists families from the Geelong region by providing some bus services to and from school. Not all areas are covered. The routes within the areas that are covered may vary from time to time. The school cannot guarantee a student a place on a bus. The primary residential address is taken into account when assessing the allocation of a bus.

Students wishing to access a seat on a bus must complete an application form (available from the College Office) and parents/ guardians must agree to the conditions of travel including, if applicable, the payment of a fare.

Criteria for eligibility determines whether a student travels at no cost or travels upon the payment of a fare. Some services are fare-paying, others are covered by the Conveyance Allowance, some are subsidised by the school where the Conveyance Allowance does not meet the cost of the service and some are at no cost. Parents need to be aware that the need to pay and the amount of the fare may change, and this is beyond the control of the school.

The Regional Bus Coordinator organises loadings for the buses provided under this program. Our Bus Coordinator provides the application forms to the Regional Coordinator who decides on who is eligible and what bus they travel on.

There are three types of buses provided under this program:

1. ***Public buses*** (administered by Public Transport Victoria, PTV)
2. ***Private buses*** (administered by the Regional Bus Team within PTV)
3. ***Contract buses*** (administered by the Regional Bus Team within PTV)

In addition, we have some Charter buses (administered by Saint Ignatius College Geelong) to provide services to some areas not covered by the PTV / Department of Education's buses. In this case, our Bus Coordinator determines who is eligible and what bus they travel on.

The coordination of the buses is a massive task and is done taking into account a lot of different factors to provide as efficient services as possible for as many students as possible.

Students may only access the service they have been allocated. Only one bus service will be allocated unless an exemption has been given by the Regional Coordinator for the Conveyance and Contract buses and our Bus Coordinator for the Charter buses. (Public buses are obviously available for fare payers.)

A student travelling on an ad-hoc basis may be permitted to access the school bus system after lodging a request in writing 48 hours prior to the travel date.



# Saint Ignatius College Geelong

The Regional Coordinator or our School Bus Coordinator (for Charter buses only) may approve an application to travel subject to all of the following conditions:

- student(s) will not disadvantage other passengers or result in an unacceptable bus loading
- the carriage of ad-hoc students does not result in the necessity for bus travellers to stand while the bus is travelling in a speed zone more than 80 kph
- the student accepts the conditions of travel and the authority of the coordinating Principal
- PTV or the school incurs no additional cost.

Some other points that come up from time to time:

If a student changes his or her address, whilst every effort will be made to find a place on the closest bus service to the new residence, we cannot guarantee a place on a bus will be available.

Some students apply to catch a different bus to their normal one on an ad-hoc basis. This service is not guaranteed. As well as needing to provide the required notice, a key constraint is the availability of places on the bus.

Student misbehaviour on a bus may result in a student's place on the bus being suspended or withdrawn.

I hope the above information is helpful. I am very grateful for the work that our College Bus Coordinator, ***Mrs Nella Costa*** does to ensure the organisation and administration needed is carried out effectively.

If you have any queries about the bus services, please contact Mrs Costa at the College.