SOUTHERN CROSS CATHOLIC COLLEGE

2027 Bus Program Application

Important information

Completing this application does not guarantee a bus seat. Seats are allocated according to route capacity, regular travel requirements and any priorities determined by the College. The College will confirm the outcome of your application in writing.

A. Parent / caregiver details

Parent/caregiver full name

Relationship to student

Mobile number

Email address

Alternative emergency contact

Emergency contact mobile

B. Bus route requested

- ☐ Bus A - Burpengary
- ☐ Bus B - Bracken Ridge
- ☐ Bus C - Intercampus Bus

C. Student details

Family name | **Given name** | **Campus** | **Year level**

AM pick-up location

PM drop-off location

Family name | **Given name** | **Campus** | **Year level**

AM pick-up location

PM drop-off location

Family name | **Given name** | **Campus** | **Year level**

AM pick-up location

PM drop-off location

D. Regular travel pattern

Tick the AM and/or PM journey required for each day. Select only journeys the student is expected to use regularly. Do not select occasional journeys merely to reserve a seat.

Student 1

Student name | **Commencement date** | **Last day, if temporary**

Monday	Tuesday	Wednesday	Thursday	Friday
☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM

Student 2

Student name | **Commencement date** | **Last day, if temporary**

Monday	Tuesday	Wednesday	Thursday	Friday
☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM

Student 3

Student name | **Commencement date** | **Last day, if temporary**

Monday	Tuesday	Wednesday	Thursday	Friday
☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM

1. Service and seat allocation

Application Does Not Guarantee a Seat

Submission of an application does not guarantee a seat. The College will confirm approved routes, stops, travel days and commencement dates in writing.

Regular Use and Seat Allocation

Bus places are limited. Students allocated a seat are expected to use the service regularly on the approved days and journeys. Where a student uses fewer than 25% of approved journeys during a school term, the College may review the allocation and offer the seat to another student on the waiting list. Before making a decision, the College will consider approved absences, illness, family circumstances, temporary timetable changes and other relevant information provided by the parent or caregiver.

Service Changes and Cancellation

The College may change routes, stops, timetables, vehicles or service arrangements because of road closures, severe weather, emergencies, safety concerns, demand, vehicle availability or other operational requirements. Where practicable, families will be notified through the College usual communication channels.

Review, Suspension or Withdrawal of Bus Access

The College may review access where the service is not used regularly; absences are not reported; application information is incomplete, inaccurate or no longer current; a student does not meet safety or behaviour expectations; travel presents an unacceptable safety risk that cannot reasonably be managed; or operational, capacity or route changes affect service availability.

Fair Review Process

Except where immediate action is required to protect safety, the College will normally inform the parent or caregiver of the concern and provide an opportunity to respond before access is suspended or withdrawn.

2. Safety and student behaviour

Arrival at the Bus Stop

Students must be at their designated bus stop at least five minutes before the scheduled departure time. The bus operates to a timetable and cannot wait for late students.

Student Behaviour and Safety

Students must behave safely, respectfully and responsibly while waiting for, boarding, travelling on and leaving the bus. Students must:

- follow all reasonable instructions from the driver or supervising College staff;
- remain seated and use a seatbelt;
- keep aisles, doors and emergency exits clear;
- keep hands, feet, bags and other belongings to themselves;
- speak respectfully to the driver and other passengers;
- avoid bullying, harassment, threatening conduct, fighting or unsafe play;
- avoid distracting the driver or interfering with operation of the bus;
- protect the bus and the property of other passengers; and
- comply with the Queensland Code of Conduct for School Students Travelling on Buses and relevant College behaviour expectations.

Unsafe, disruptive or repeated inappropriate behaviour may result in a warning, behaviour agreement, temporary suspension or withdrawal of bus travel privileges.

Emergency and Incident Management

In an emergency, breakdown or significant delay, students must remain under the direction of the driver or supervising staff. The College and bus operator may take reasonable action necessary to protect students, including contacting emergency services and arranging alternative transport or collection.

Prohibited Items

For safety and space reasons, bicycles, scooters, e-scooters and similar wheeled devices must not be brought onto the bus. Students must also not bring dangerous, illegal or unsuitable items. Sporting equipment, musical instruments and other belongings may only be carried where they can be safely stored without obstructing seats, aisles, doors or emergency exits.

Damage and Cleaning Costs

Parents and caregivers may be asked to meet the reasonable cost of repairing deliberate damage or undertaking exceptional cleaning caused by a student, subject to investigation and consultation with the family.

3. Parent/caregiver responsibilities

Reporting Bus Absences

If a student will not be travelling on an approved journey, the parent or caregiver must record the absence through the RollCall App as soon as practicable and, where possible, before the scheduled service. Advising the College that a student will be absent from school does not necessarily cancel the bus booking. Parents and caregivers must also update the student bus travel in RollCall.

Responsibility at Bus Stops

Parents and caregivers are responsible for deciding whether a student is capable of travelling independently and for arranging any supervision required before boarding and after leaving the bus.

Missed Bus or Incorrect Stop

If a student misses the bus, boards the wrong service or remains on the bus beyond their designated stop, the student must follow the driver instructions. The College or operator will contact the parent or caregiver using the contact details held by the College. Parents and caregivers are responsible for keeping those details current.

Cameras and Monitoring

For safety, security and incident management, buses may use video or audio-visual monitoring. Information collected will be managed in accordance with applicable privacy requirements and College policies.

Privacy and Information Sharing

The College collects information in this application to assess eligibility, allocate and administer bus travel, communicate with families, manage student safety and behaviour, respond to incidents and meet legal or operational requirements. Relevant information may be disclosed to authorised College employees, the contracted bus operator, drivers, the RollCall service provider, emergency services and other persons where disclosure is authorised or required by law. Information will be limited to what is reasonably necessary and managed in accordance with BCE privacy requirements.

Complaints and Review

Parents and caregivers may raise a concern about the bus service or request a review of a bus access decision by contacting the College. Complaints will be managed in accordance with the applicable BCE student, parent and guardian complaints process.

Parent/Caregiver Declaration and Consent

By signing this application, the parent or caregiver confirms that they have read, understood and accepted the Conditions of Bus Travel.

I confirm that:

- the information provided in this application is complete, accurate and current;
- I will advise the College promptly if the student contact, medical, support or travel information changes;
- I have read and accept the Conditions of Bus Travel;
- I understand that submitting this application does not guarantee a seat;
- I understand that the student must travel only on the route, journeys and stops approved by the College;
- I will report bus absences through the RollCall App;
- I have discussed the safety and behaviour expectations with the student;
- I understand that the College may review, suspend or withdraw bus access in accordance with these conditions; and
- I consent to the collection, use and disclosure of relevant personal information for administration and safe operation of the bus service, as described in the privacy notice.

☐ I agree to the declaration and consent above.

Parent/caregiver name

Student name/s

Signature

Date

College use only

Outcome ☐ Approved ☐ Waiting list ☐ Not approved

Approved route / stop

Start date