

Form 3: Application for Permission to Travel – Post-secondary and Off-Campus

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| This form is for post-secondary students and apprentices who are undertaking a further education or training course, accredited course of study or an approved course for the unemployed and secondary students undertaking off-campus study (e.g. for VET or VCAL programs). Post-secondary students who have had more than a two year break from full-time study must complete the General Public application (Form 4). |
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| Year: |      | Term: |    | Submit completed and signed form to enrolled school or coordinating school |

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| **TRAVELLER DETAILS** |
| First Name: |       | Surname: |       |
| Date of birth: |       | Travel start date: |       |
| Email: |       | Telephone: |       |
| **RESIDENTIAL ADDRESS** |
| Street Address: |       |
| Town/Suburb: |       | State: |       | Postcode: |       |
| **POSTAL ADDRESS**  |
| [ ]  Same as above |
| Postal Address: |       |
| Town/Suburb: |       | State: |       | Postcode: |       |
| School enrolled (if applicable): |        | Year level at time of travel (if applicable): |        |
| Registered Training Organisation / University / TAFE |       |
| Any medical problems or requirements the driver should be notified of? If yes, please provide details. |
|       |
| Which days do you intend to use this service? (please use **X** to highlight) |
| MON | [ ]  | TUE | [ ]  | WED | [ ]  | THU | [ ]  | FRI | [ ]  |
| **Verbal reference checks are required for post-secondary school students** **prior to travel commencing.** In some circumstances, written reference checks and criminal record checks are required. Please refer to the School Bus Program Policy and Procedures for more information or speak to the coordinating school. |
| Reference 1 – Name: | N/A | Telephone: | N/A |
| Reference 2 – Name: | N/A | Telephone: | N/A |
| Emergency contacts | 1.Name: |       | Relationship: |       | Telephone: |       |
| 2.Name: |       | Relationship: |       | Telephone: |       |
| **Please attach a Working With Children (WWC) check or criminal matters check if required.**  |
| **PARENT/GUARDIAN DETAILS** (if traveller is under the age of 18) |
| First Name: |       | Surname: |       | Telephone: |       |
| First Name: |       | Surname: |       | Telephone: |       |
| Email: |       |

## Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

**To ensure safe travel on school buses, passengers must agree to the following:**

* Not to play on the road at the bus stop or try to get on the bus before it has stopped.
* Make sure you and your belongings are inside the bus at all times.
* Not throw anything from a bus window or have anything hanging out a window.
* Place bags and other belongings in the allocated storage areas.
* Get on and off the bus quietly and in an orderly manner.
* Stay in your seat while the bus is moving and wear a seat belt where fitted.
* Not distract drivers with screaming, shouting or unruly behaviour.
* When you get off the bus only cross the road when the bus has left and it is safe to do so.
* No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
* Travel on the bus service allocated to you, to and from your approved bus stop only; Do not change to one that will take you to a sports or social event.

**To ensure passengers are considerate to one another and their bus driver, they must agree to:**

* In the morning, arrive at the bus stop 10 minutes prior to departure.
* Not eat, drink or smoke while on the school bus.
* In the morning, let the school (if applicable) and driver know if you will not be travelling home on the bus that day.
* Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
* Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
* Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
* Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

**Non-compliance with any of the above conditions may result in the following:**

* The driver will stop the bus.
* The offender’s name and full details of the breach will be recorded.
* The offender will be transported to school or to their normal drop off.
* The breach will be reported to the coordinating principal.
* The coordinating principal will take disciplinary measures in accordance with the guidelines below.
* In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

**Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:**

* First offence – verbal warning to traveller.
* Second offence – written warning to traveller.
* Third offence – one week suspension of traveller from school bus travel.
* Fourth offence – the traveller will not be allowed to travel on the school bus for the remainder of the year.
* Adult passengers may have permission to travel revoked at any time at the discretion of the coordinating principal.
* **A serious offence that endangers other passengers, bus staff or property will result in immediate suspension.**

**Responsibilities of parents/guardians (if applicant is under 18 years of age)**

* Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
* It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
* School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.
* It is understood that bus travel is provided and accepted on these conditions.

**THE PASSENGER (AND PARENT/GUARDIAN IF UNDER THE AGE OF 18) MUST COMPLETE AND SIGN THIS FORM:**

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if destroyed, caused by my own actions.
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.

I understand that my permission to travel on the school bus service is subject to the following terms and conditions:

1. I may only travel where seating is available on the service after all students with prior rights have been accommodated.
2. I will make alternative arrangements if seating becomes insufficient after students with prior rights to travel are accommodated.
3. My continued access to the bus service will be subject to review at the end of each term.
4. I may not form a case or part of a case for the retention, extension or addition of services, or a route or timetable alteration, or the provision of a larger vehicle.

I acknowledge that the decision about whether I can travel on the school bus service is at the discretion of the coordinating principal and may be reviewed at any time in accordance with these terms and conditions.

I accept the authority of the coordinating principal regarding passenger discipline on the school bus service.

I agree to abide by the Conditions of Travel.

I understand that if I do not comply with the Conditions of Travel, it may result in me not being permitted to travel on the school bus service.

Passenger name (please print)

Passenger signature

Date

If passenger is under the age of 18:

Parent/guardian name (please print)

Parent/guardian signature

Date

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| OFFICE USE ONLY |
| Date Form Received |       | Received by (name) |       |
| Date Form Assessed |       | Form Signed? *Return to Applicant if not signed* | [ ]  Yes [ ]  No |
| Does the applicant live at least 1.6km from suitable public transport? | [ ]  Yes [ ]  No *If No, applicant should not be approved for travel on a School Bus Program service* |
| **Reference checks** |
| Two verbal references checked? | [ ]  Yes [ ]  No [ ]  N/A | Extra checks required? *(see below)* | [ ]  Yes [ ]  No |
| WWC check | [ ]  Yes [ ]  No [ ]  N/A | Criminal matters check | [ ]  Yes [ ]  No [ ]  N/A | Special case: two written references | [ ]  Yes [ ]  No [ ]  N/A |
| [ ]  Application Approved | [ ]  Application Declined |
| Waitlisted? | [ ]  Yes [ ]  No  | Has applicant been notified in writing of travel status? | [ ]  Yes [ ]  No |
| **BUS SERVICE DETAILS** |
| **AM Bus Service (s)** |
| Bus route allocated |       | Bus operator |       |
| Interchange details - if req. |       | Bus operator |       |
| Pick-up bus stop location |       | Pick up time |       |
| Drop off bus stop location |       | Drop off time |       |
| Seat number allocated |       | Bus roll updated | [ ]  Yes [ ]  No |
| Comments: |       |
| **PM Bus Service (s)** |
| Bus route allocated |       | Bus operator |       |
| Interchange details - if req. |       | Bus operator |       |
| Pick-up bus stop location |       | Pick up time |       |
| Drop off bus stop location |       | Drop off time |       |
| Seat number allocated |       | Bus roll updated | [ ]  Yes [ ]  No |
| Comments: |       |
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| School Bus Coordinator Name: |       |
| School Signature – Coordinating Principal / Delegate signature:  |       |
| Date: |       |