**TERMS AND CONDITIONS**

**School Bus Travel 2023**

Trinity Anglican School (TAS) operates private bus services to transport day students to and from school, provided there is sufficient demand to justify the services to the specified areas. This service is primarily for regular users, and the runs will be designed to provide a convenient service as close as possible to the student's home. Please note, completion of the online Bus Booking Form is not confirmation of your bus booking. Bus bookings from 2022 have expired, however bookings made for Term 1 2023 shall remain current and automatically renew each term, unless cancelled and/or amended via the Bus Booking Form.

### School Contact for Bus Travel

- Main Office Phone: 4036 8111 (8:00 am – 4:00 pm on school days)
- Email: wrsreception@tas.qld.edu.au

### Vehicles

The school has entered into a partnership with a local transport company to provide all our transport needs. All vehicles are well maintained and have all safety equipment, including seat belts for all passengers.

### Suburbs Serviced

As far as possible, the runs are tailored to meet the needs of our regular passengers.

### Students Eligible

The bus service is available for students from Year 2 to Year 12.

Younger students will only be permitted to travel if in the company of an older sibling student who has designated travel responsibility for them as determined by the Principal. Underage students being accompanied by an older student will be assessed and approved by the school on a case by case basis. The school will take into consideration the age and maturity of the older student, the distance the student has to travel between home and the bus stop and the localised traffic/road safety of the area. Families are encouraged to contact the school office prior to any bookings being made to discuss their individual circumstances.

If approved, parents are to provide written confirmation they are aware of their responsibility for ensuring appropriate supervision and care is provided to their children as outlined in the 'Duty of Care' section.

### Pick Up and Drop Off Points / Times

Collection and drop off points are determined according to bus route timetables once a Bus Booking Form is submitted and approved. Locations are determined by the number of students getting on/off the bus, bus access to a safe road verge/bus stop, road safety features which can be used by students to safely access the bus stop (pedestrian crossings etc.) and distance from student house.

Parents will be advised of the bus stop locations and scheduled times. The school bus will wait at the bus stop up until the scheduled departure time. It is recommended for students to arrive at the bus stop a minimum five (5) minutes prior to the departure time.

### Duty of Care

- The school's duty of care commences when a student is collected at the scheduled time.
- The school's duty of care ceases when a student exits the bus at the scheduled time.
- The school will not leave any unexpected TAS student behind at any scheduled bus stops, however it is the parent's responsibility to ensure the appropriate bus booking forms are completed (and confirmed) prior to their child utilising the bus service.

Parents are responsible for the supervision and care of their child at all other times. As defined in the *Queensland Criminal Code Act 1899* – Section 364A, parents who are in charge of children under 12 years, must not leave a child for an unreasonable time without making reasonable provisions for the supervision and care of the child.

**Parental Responsibility**

- Book bus travel in advance – seats on buses are limited and will be allocated on a first-in basis, and wait lists may occur for some services.
- If your child will not be requiring their normal bus travel on a particular day, please contact Down Under Tours (phone 4047 9002) to give prior notice.
- Advise the school immediately of any changes to regular bus requirements (e.g. change of address/change of frequency of bus travel) – via email (wrsreception@tas.qld.edu.au).
- Discuss the Bus Code of Conduct with your child, and ensure it is clearly understood.
- Prior to your child using the bus service, parents are to:
  - Walk to and from the stop location so your child is familiar with their surroundings.
  - Discuss safety when travelling alone.
  - Discuss with your child to stand well back from the edge of the road and wait for the bus to stop.
  - Arrive at the bus stop five (5) minutes prior to departure.
  - If dropping off or picking up your child from a bus stop, where possible, park on the same side of the road away from the bus stop. It is necessary for primary children that parents are at the bus stop for drop off and collection.
- Ensure you provide the appropriate supervision and care as required for your child before the scheduled bus pick up and/or drop off.
- Promptly contact the school if any issues arise.

**Missed Services**

If your child has missed the bus in the morning, please contact the bus company, Down Under Tours on 4047 9002. If your child has missed the bus in the afternoon, please contact the main office number 4036 8111. We recommend if your child has a phone to list these numbers in their mobile.

**Bookings**

Bookings must be made via the online Bus Booking Form located in Parent Lounge. Please note that priority will be given to full-time users. Part-time and casual travellers will be accepted if there are spare seats available on the required bus service.

Bus bookings are for the full term. Bus bookings shall remain current and automatically renew each term and subsequent year unless cancelled and/or amended via the Bus Booking Form.

**Cancellations**

Cancellations must be made via the online Bus Booking Form located in Parent Lounge.

Notice must be given at least one (1) full week before the end of term if bus travel is not required in the following term. Failure to give notice may incur a fee penalty of $110.

**Sharing of Information**

In accordance with TAS Privacy Policy, relevant information will be shared with the local transport company.