

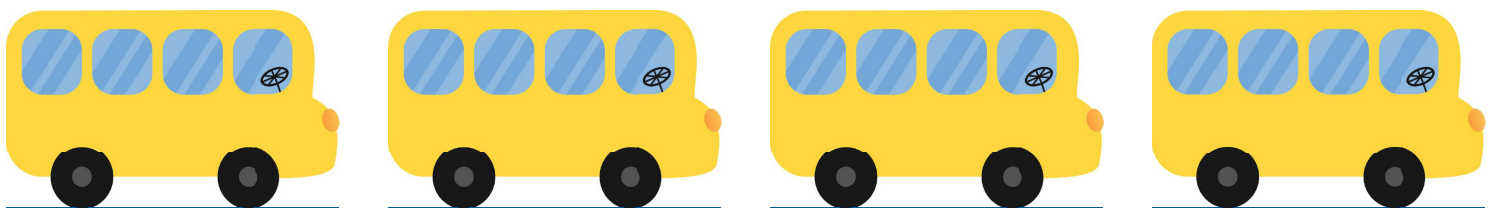
# BETHANIA LUTHERAN SCHOOL



2026

## STUDENT TRANSPORT APPLICATION

BUS ROUTES, STUDENT EXPECTATIONS, FEES & BOOKINGS





# Bethania Lutheran School

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## Student Bus Transport Information

Bethania Lutheran School offers a bus service for student travel, to and from the school every school day as an AM (morning) and PM (afternoon) bus service to many surrounding suburbs.

This Information Pack is to assist you with your student bus transport application. For any further questions, please do not hesitate to contact our school office **07 3200 5363**.

### Included in this Transport Information Pack is:

- Bus Travel - Terms and Conditions
- Parental Responsibilities
- Student Conditions of Travel/ Bus Code of Conduct
- Transit Suburbs
- Bus Transport Fee Schedule, Zones and Billing
- Student Transport Application

## Student Bus Travel Application Procedure

- Complete and return a copy of the "Student Transport Application" form to [bethania@bethania.qld.edu.au](mailto:bethania@bethania.qld.edu.au)
- Within this application you will be asked to acknowledge your agreement to:
  - Application for Student Bus Transport
  - Bus Travel – Terms and Conditions
  - Student Bus Rules/Code of Conduct
- Upon receipt of your completed Student Transport Application, the school will process the form within three working days.
- Should the school be unable to offer you a bus seat immediately, due to high demand on that run, we will contact you and place your application on a priority student bus waiting list.
- Payments for the bus service are completed direct via Roll Call, our bus management app, and must be made in advance for the student to be able to use the bus service.



## **Bus Travel – Terms and Conditions**

Bethania Lutheran School owns and operates a school bus service for our enrolled students. We are governed in all our operations by the Queensland Government Transport Department and its “Public Transport” Legislations and Regulations.

**\*Please take the time to read carefully the following “Terms and Conditions”, to which you agree, when you signed the “Application for Student Bus Travel” of our bus service.**

### **School Buses & Conditions of Travel**

- The school operates a daily scheduled door-to-door bus runs to provide an extensive coverage of many local suburbs in Logan. Our buses are mechanically maintained and serviced in compliance with the Queensland Passenger Transport Regulation and Conditions.
- We are a growing school with an increasing number of families requesting access to our bus service network. As a door-to-door service, each child is both collected and dropped at their designated address.
- All bus runs are structured in such a way that your child may be picked up any time from approximately 7 am in the morning and dropped back to their allocated address before 5 pm in the afternoon. All buses depart the grounds at approximately 3:15pm. Delays may occur to this departure time due to the use of the school buses for off-campus activities including sporting events and excursions.
- Once all bus travel arrangements have been finalised, they will be formally documented and sent to you for confirmation. A signed copy of the ‘Application for Student Bus Travel’ must be returned to the Bus Department prior to the commencement of any bus travel.
- A completed “Application for Student Bus Travel” is only valid until the completion of the school year. A new Application for Student Bus Travel will be required for each school year.
- Should you require to purchase an additional seat on another bus run, your additional application will be subject to the following:
  - Seat availability
  - No guarantee of second seat for entire year.
- Each student using the bus service is issued a tag for identification and tracking purposes. All new bookings will receive their first tag free of charge. If a replacement tag is required, a **\$10.00 fee** will be charged to the student’s RollCall account to cover the cost of replacement.



## Parental Responsibilities

- Once the application has been processed by the school office, parents will receive a Welcome Email from RollCall containing clear instructions on how to download and set up the app
- It is a condition of using the Bethania Bus Service that parents manage **all** scheduled bookings through the RollCall Parent app. This ensures students have a confirmed seat on the bus and allows timely communication in the event of unexpected changes or emergencies. Bookings must be kept up to date. **Failure to remove a student from a bus run may result in a fee being charged, equivalent to the cost of one trip.**
- Students must be ready at their designated pick-up address at the time bus arrives. In the event that the bus is delayed by more than 30 minutes, a text message will be sent to parents of students assigned to that run. Students should remain at their pick-up location for up to 30 minutes past the scheduled time. Please note that buses cannot wait for late students, as this affects the efficiency of the entire route. Parent cannot request a specific time for their child to be collected.
- If you no longer require bus transport for your child/ren, for any reason, please notify the school office in writing at [bethania@bethania.qld.edu.au](mailto:bethania@bethania.qld.edu.au)

### AM – Morning Pick up & PM – Afternoon Drop off

- If your child does not require their usual morning bus travel, please record the absence via the RollCall App before 6:45am. If the app is unavailable or you're experiencing issues, contact the bus driver as a last resort before the cutoff time.
  - Students are not permitted to request a change or adjustment to existing bus travel arrangements.
- It is the responsibility of the parent or carer to ensure a responsible adult is present during both pick-up and drop-off times for students using the bus service. For the afternoon (PM) run, any student who needs to be dropped off without an adult present must have prior approval arranged through the school. This ensures the safety and wellbeing of all students during transport.
- If your child will not be requiring their normal PM bus travel on a particular afternoon, the Parent/Carer is to record absence via the RollCall App prior to 2:00pm. If the app is unavailable or you're experiencing issues, contact the school office as a last resort before the cutoff time.
- If during an AM transit, the child is not ready upon the bus's arrival, the driver will contact the parents. If the students do not present to the bus within 5 mins of the bus arriving to their designated address, the driver will continue on their run to ensure the rest of the students are at school prior to 8:25am.
- If during a PM transit, the Parent/Carer is not at the designated drop-off address and the driver is unable to make contact with the Parent/Carer, the driver will complete the bus run and return the

strong in **values**  
strength in **character** *living hope*



student to Bethania Lutheran School, until arrangements have been made for your child's pickup. If we are unable to reach the Parent/Carer by 5:00pm the student will be sent to OSHC with parents being charged accordingly.

- Please contact the school if you have any concerns about your child's bus travel or wish to report an incident related to their journey.

## Student Conditions of Travel/ Code of Conduct

As a student using our buses, you are required to:

1. Wait in a safe and organised manner. Enter and exit in a quiet, safe, polite and organised manner.
2. Avoid any action, noises or words that could distract the driver. Be respectful and use quiet voices.
3. For your safety, remain seated facing forward with your back against the seat at all times. Seat belts must be worn correctly. Lap belts should be firmly fitted across the lap, and sash belts should be securely positioned across the body. Do not leave your seat during transit. If you need to move, please ask the bus driver for permission.
4. **Show Respect:** Care for others and their property. Keep hands, feet and other objects to yourself. No verbal put-downs, teasing, name calling or swearing. Do not put your feet on the seat or on the back of the seat in front of you. All school rules apply on the bus.
5. If you see any inappropriate behaviour of another student on the bus or feel you are having difficulties with another/other student, please report to the Bus Driver immediately, so they can address the situation. In an emergency, you can go to the front of the bus at any time once the bus is stationary.
6. The use of phones, cameras, or music devices is not permitted while travelling on the bus.
7. No eating on the bus, including lollies. Water bottles are permitted only.
8. Students carrying sporting equipment/instruments or similar items must leave them at the front of the bus during transit, or as directed by the driver.
9. Remember that your place on the bus depends on your behaviour. Bethania would like all our students to have a pleasant bus experience.
10. Students must use their allocated tag each day for bus travel. If a tag is lost, a replacement fee of \$10.00 will be charged to the student's RollCall account.



## Transit Suburbs, Fees & Zones– AM & PM Bus

The school operates a door-to-door bus service covering most areas of Logan, providing families with a safe and convenient transport option for students. Details of the “Transit Suburbs” are available below.

NORTH ROUTE	SOUTH ROUTE
Bethania	Bahrs Scrub
Crestmead	Beenleigh
Kingston	Buccan
Logan Reserve	Eagleby
Loganlea	Edens Landing
Meadowbrook	Holmview
Park Ridge	Logan Village
Waterford	Mount Warren Park
Waterford West	Yarrabilba

All bus services are run within the school academic calendar year. All buses depart the grounds at approximately 3:20pm. Delays may occur to this departure time due to the use of the school buses for off-campus activities including sporting events and excursions.

**If you would like to utilise this service and do not live in one of the above-mentioned areas, please contact the school on 07 3200 5363 to discuss transportation options for your child.**

## Bus Transport Fee Schedule and Billing

To improve efficiency and reduce costs for students living closer to the school, we’ve introduced a new two-zone system. This change allows us to tailor transport fees based on proximity, ensuring families are only paying for the distance travelled.

FULL TIME – PER TERM	CASUAL
Zone 1: \$350 per term	Zone 1: \$5.00 per trip
Zone 2: \$450 per term	Zone 2: \$6.00 per trip

## Zones

ZONE 1	ZONE 2
Beenleigh	Bahrs Scrub
Bethania	Crestmead
Buccan	Eagleby
Edens Landing	Kingston
Holmview	Logan Reserve
Loganlea	Logan Village
Meadowbrook	Mount Warren Park
Waterford	Park Ridge
Waterford West	Yarrabilba



## Full-Time Travel

- Definition: Seven or more trips per week (including morning and/or afternoon).
- Ideal for: Families needing consistent daily transport.
- Booking: Priority placement and discounted rates available for full-time bookings.

## Casual Travel

- Definition: Less than five trips per week (including morning or afternoon).
- Ideal for: Families who only require transport on select days.
- Booking: Subject to availability and must be confirmed in advance.

## Payment of Bus Fees

To ensure smooth operation of our transport services, payments must be made in advance using the Roll Call app to confirm your bus booking. Fees for full-time bus travellers will be billed per term and can be included in your Edstart payment plan. If you wish to change your travel status (from Casual to Full-Time or Full-Time to Casual), written confirmation must be submitted before the start of the term.

To help we have a structured process for managing low balances and outstanding accounts:

- If your account balance drops below \$15, you will receive a text message alerting you of the low balance.
- If your account becomes **outstanding**, you will receive: A **secondary text message** notifying you that your account is now in arrears.

If there are any complications with the payment of fees, please contact the school office.

## Consequences For Misconduct

As per Code of Conduct for School Students Travelling on Buses, possible consequences for breaches include, but are not limited to:

- Warning
- In School Detention (loss of break time)
- Written Caution
- Behaviour agreement
- Period of refused bus travel
- Pastoral care intervention.



## 2026 Student Bus Booking Form

FAMILY INFORMATION			
Parent/Guardian Surname:		Family Code (if known):	
Parent/Guardian First Name/s:			
Contact Phone Number:		Mobile Number:	
Emergency 1 Contact Name:		Emergency 1 Phone #:	
Emergency 2 Contact Name:		Emergency 2 Phone #:	

STUDENT INFORMATION			
Full Name:		Year Level:	DOB:
Full Name:		Year Level:	DOB:
Full Name:		Year Level:	DOB:
Full Name:		Year Level:	DOB:

INTENDED USE OF BUS – Please tick Full Time or Casual and required days					
<b>START DATE:</b>	<input type="checkbox"/> <b>Full Time</b> (7 trips or more per week)		<input type="checkbox"/> <b>Casual</b> (as required add in notes)		
To School:	<input type="checkbox"/> MONDAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FRIDAY
From School:	<input type="checkbox"/> MONDAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FRIDAY
PICK UP ADDRESS AM:					
DROP OFF ADDRESS PM:					
<b>NOTES:</b>					
<b>**NOTE: The bus service is available to residential addresses only.**</b> <i>*As places are limited preference is given to families who request full time travel arrangements</i>					

OFFICE USE ONLY					
Seats available	Added to RollCall	TASS Web UD	Kiosk EC	Bus Card	Tag # _____
Driver informed	Medical details printed	Confirmation email sent to parent		RollCall Welcome email sent	
Casual <input type="checkbox"/>	Fulltime <input type="checkbox"/>	Zone 1 <input type="checkbox"/>		Zone 2 <input type="checkbox"/>	

## BUS STOP SUPERVISION

You may grant permission to Bethania Lutheran Primary School and its Bus Driver to leave your student/s at your designated bus stop unattended.

If permission is not granted, and no one is visibly waiting at the bus stop, the bus driver will attempt to contact you once. If unsuccessful, the student/s will be returned to the School Reception.

**Please select one option below:**

I give permission for my student/s to be left at the bus stop unattended.

I do not give permission for my student/s to be left at the bus stop unattended.

**NOTES:**

## COLLECTED BY OTHERS (PLEASE LIST)

Please complete if you allow others to collect your student. (e.g. – friend, neighbour, relative)

Collected by:			
Contact Number:			

*I/We have read and agree to the Terms and Conditions of the Bethania Lutheran School bus service.*

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## 2026 BUS FEES

FULLTIME - PER TERM	CASUAL – PER TERM
Zone 1: \$350.00 per term	Zone 1: \$5.00 per trip
Zone 2: \$450.00 per term	Zone 2: \$6.00 per trip

\*Casual Trips (Subject to availability) are payable through the RollCall App



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