



Bus Terms and Conditions

General Terms and Conditions

- All new bookings or variations to bookings must be formalised via the online "Bus Application Form" (as per the College website) or in writing via email to bus@calvary.qld.edu.au. This needs to be done by the closing date for intakes each term. Please allow up to 5 business days, unless communicated otherwise.
- Once bookings are confirmed, bus bookings and the payment thereof, will automatically roll over from term to term and year to year, unless changes are requested in writing via email by the closing date.
- All families with a Bus Booking are required to use the RollCall App, where you can notify the Bus Department of bus absences and track your child's bus movements.
- Any notifications of daily bus absences throughout the term are to be advised via the RollCall App, texted to the Bus Driver or emailed to bus@calvary.qld.edu.au.
- Parents are to advise the Bus Department of any on-the-day changes to existing bookings no later than **2:00pm**.
- Any changes to bus bookings, including one-off change of address for drop off/pick up must be emailed to bus@calvary.qld.edu.au, allowing a minimum of 2 business days' notice.
- Any ongoing changes, including permanent changes of address for drop off/pick up which are notified after the term closing date, may incur a \$50.00 administration fee for each change.
- Seating on the bus is subject to availability.
- To assist in stopping the spread of infection, **students who are sick or unwell, are not to attend the bus service.**
- Students will only be able to use the bus as per the bookings applied for and as approved by the Bus Department. The Bus Department will only modify a run upon receipt of written notification via email to bus@calvary.qld.edu.au, from the student's parent / care giver.

Fees

- Once placement is confirmed, bus fees are to be paid by using of the College's automated payment methods.
- Payments will automatically roll over from term to term and year to year, unless changes are requested in writing via email by the closing date.
- Students will not be able to access the Bus Service unless an automated payment arrangement is in place to cover the fees, and payments are up-to-date.
- Seats will be forfeited if automated payments for bus fees are not up-to-date.
- Any ongoing changes, including permanent changes of address for drop off/pick up which are notified after the term closing date, may incur a \$50.00 administration fee for each change.
- A **Cancellation Fee of \$100.00** will apply for any cancellations received within the first two weeks of current term (plus pro-rata bus booking fee).
- **Full term Bus fees are non-refundable** for cancellations or changes received after week 2 of the current term.
- Bus Fees are a flat fee per term. Any changes, non-usage or partial bookings will not be entitled to a credit, refund or pro-rata - including year levels that finish earlier in the year, and bookings which are required less than 5 days per week.

CLOSING DATES				
Term 1, 2026	Term, 2 2026	Term 3, 2026	Term 4, 2026	Term 1, 2027
28/11/2025	23/03/2026	15/06/2026	07/09/2026	23/11/2026

Without Notice Fees - \$15

A fee of \$15.00 will be charged when a parent or guardian collects a student from school without providing prior notice to the bus department. This includes instances where alternative dismissal arrangements are made but not communicated in advance, resulting in unnecessary delays or confusion during student dismissal procedures.

Primary Students

This section outlines the procedures, terms and conditions relating to Primary Students, and students aged 4-11 years.

- For safety reasons, Prep students must be capable of travelling independently on the bus without significant distress or behavioural concerns. If a student experiences ongoing difficulties that indicate they are not yet able to travel independently, their bus application will be reviewed in consultation with parents.
- **For all student aged 4-11 years**, home pick up and drop offs are face to face (a parent, caregiver, guardian or older sibling (12 years+) must be at the destination with the child).



AM Procedure – arriving at the College

- Bus drivers will direct younger students (Prep, and Year 1 - if deemed necessary by the driver) to the Primary duty person, who will be wearing a visy vest.
- The Primary duty teacher will then select an older student to walk the younger students to their classrooms.
- The Primary duty person commences duty at 8:10am.
- In the case the bus arrives late after 8:30am all students will be directed by the bus driver to present to the Primary Office.

PM Procedure – departing the College

- All Prep bus students are walked by a Prep teacher aide to the Primary bus duty teacher.
- All bus students are supervised by the Primary bus duty teacher to walk to the bus departure zone, and are instructed which bus to line up at. (Prep teacher aide assists Prep students during Semester one)
- Bus driver marks students off the roll as students board the bus.
- If a Primary student is on the roll and does not present or isn't on the roll and does present – confirmation is sought before the bus departs.

Procedure for Home Drop-Offs

- **For all student aged 4-11 years**, drop offs are face to face (verification is sought that a parent, caregiver, guardian or older sibling (12 years+) is at the destination before the child is released).
- If a **student aged 4 – 11 years** is not met at the home/ bus stop or supervised by an older child as nominated (12 years+), the bus department attempt to contact parents and all nominated persons on the contact list. If attempts have been unsuccessful the student/s will be returned to the college under the supervision of the Director of the Primary College or delegate. NB: unsuccessful drop offs and or contact attempts may result in an administration fee &/or suspension of the bus service as deemed necessary by the college.

Procedure in the case of an Unsuccessful Drop Off

- Bus driver makes one attempt to call parents and continues bus run with student on bus.
- Operations Manager makes second attempt to call parents and all other contacts if required e.g. Authorised to Collect and Emergency.
- If no contact has been made, Operations Manager directs Bus driver – after bus run has been completed, to return to the students regular nominated drop off location. An Admin fee will apply.
- If unsuccessful, Operations Manager to contact parents (by way of leaving a message) that student/s has been returned to the College with Director of Primary.
- Director of Primary College continues to contact parents for collection.

Parent Checklist

- Ensure your child is confident and independent if in Prep.
- Be present or arrange supervision for home drop-offs.
- Use the RollCall App for daily absences and updates.
- Notify the Bus Department of changes by 2:00pm.
- Keep contact details up-to-date.

Bus Departure

- **Buses depart from the back of the College site promptly at 3:10pm each day.**
- If a Primary child fails to board the bus by 3:10pm departure time, they will be brought to the Primary Reception where you will be contacted to arrange alternate transport.
- If a Secondary child fails to board the Bus at 3:10pm departure time, they will be directed to the College Reception where you will be contacted to arrange alternate transport.

Students presenting to First Aid Room

- If student is unwell with vomiting and or diarrhea they will not be placed on the bus, instead your child will go to First Aid Room and need to be collected by a parent or caregiver.
- If student is able to catch the bus and has been unwell in First Aid Room, the bus runs do not detour from their normal schedules. If this is an issue or concern, parent or caregiver will need to collect student from First Aid Room before 3:00pm.



General Bus Behaviour Expectations

- Students will only be collected and dropped off at designated stops.
- In the morning, students are to ensure they do not arrive late for pick up – this will ensure the service runs on time and all students arrive at school on time.
- If a student does not present in the morning for a pick up the bus driver will call parents to confirm. If no confirmation has been reached or the student is running too late the bus will depart for the next pick up.
- In the afternoon, students are to promptly make their way to the buses as soon as they are dismissed from their final lesson. This will assist us in getting students home as quickly as possible. Buses will leave at 3:10pm.
- In the afternoon, students wait for the bus at the designated area.
- Students may enter the bus once the Bus Driver has given them permission to do so, and once their name has been marked off the roll.
- Students are to enter the bus in an orderly manner and once their name has been marked off the roll they are not to get back off the bus.
- Students must treat others and property with respect at all times. Damage caused to any College Bus will not be tolerated.
- Students must follow instructions given by the Bus Driver at all times.
- Students are to sit in the area indicated by the Bus Driver.
- Students are to place their bags under the seats or in the designated compartments.
- Students must wear the seat belts if they are provided and face forward at all times.
- Students are not to move around the bus once it is in motion, and they must keep their feet off the seats.
- Students may socialise quietly, so as not to cause a distraction for the Bus Driver.
- Whilst travelling to and from school on the bus, students are permitted the appropriate use of personal devices to listen to appropriate music and to play appropriate games. Along with the following considerations:
 - Appropriate means in keeping with our College's Christian values.
 - Headphones are to be worn. Especially for games or music.
 - If the device is too loud and distracting for our drivers. Students may be requested to:
 - a. Turn the device off / on silent and put it in their bag. OR
 - b. Hand the device to our driver (when vehicle is not moving and safe to do so). To be returned at the end of the bus run.
- Personal devices are not permitted to be used on the bus during school hours.
- Students must keep windows shut unless given permission to open a window by the Bus Driver – if the window is open, students must be careful to stay within the bus and not allow any part of their body to protrude out of the windows.
- Students must not consume food or drink while on the buses. Bottled water with a lid is acceptable.
- Students must not throw any items around the bus or out of the bus.
- Students must wait for the bus to completely stop before standing up to leave.
- All students using the service have the responsibility of reporting any misbehaviour or damage caused to the buses directly to the Bus Driver or the Primary or Secondary Office.
- Consequences for breaches to safety on the bus include though not limited to: verbal warning, assigned seat, parental notification, bus suspension, school detention, school suspension, parental hearing, contact with the Police and possible criminal charges.
- Please note consequences will be administered at the College's discretion.