

Bus Service

BUS SAFETY



Do's

- Wear full College uniform correctly.
- Go to the bathroom and get a drink before boarding the bus.
- Enter and exit the bus in a safe manner.
- Speak respectfully to the driver and all students.
- Follow the bus driver's instructions.
- Wear a seatbelt where provided.
- Store bag underneath the seat or at your feet.
- Sit quietly and sensibly. Keep all body parts inside the vehicle.
- Use personal devices sensibly with headphones.
- Report inappropriate behaviour or damage caused to the bus.



Don'ts

- Move around on the bus.
- Open windows without permission.
- Eat or drink on the bus (water bottles accepted).
- Use inappropriate language.
- Litter. Damage or graffiti the bus.
- Put your feet on the seat.
- Throw things around the bus.
- Don't yell or make loud noises.
- Spray deodorant on the bus.
- Remove shoes.



As a Calvary Christian College student you are a representation of our College in the community. It is a requirement that you behave in a manner that is in line with our Behaviour Code of Conduct at all times.



Welcome to Calvary Transport Service

Calvary Christian College operates our own private bus service, with a fleet of 7 buses, for use by students travelling to and from school.

The College offers a Return or One-Way bus service to suit our families' particular requirements.

The College aims to offer a safe and timely bus service; available for students from Prep to Year 12. Generally, this is a door to door service, for most of our Townsville suburbs, transporting students to/from a suitable location agreed upon by both the family and the College. Please contact the Bus Department regarding availability and collection locations within the serviced suburbs.

The Bus Application Form, Terms and Conditions and Bus Safety Guidelines can be found on the College Website. For enquiries, please email bus@calvary.qld.edu.au or call 07 4722 9247.

Bus Coordinator: Drew Sadler // Bus Administrators: Christine White

Terms and Conditions

General Terms and Conditions

- All new bus bookings or variations to bus bookings must be formalised via the "Bus Application Form" on 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.
- 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 absences and track your child's bus movements.
- Any notifications of daily 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.

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.

Bus 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.

Primary Students

Primary Students

- It is recommended that Prep students are independent and confident when catching the bus, particularly if an older sibling is not present.
- 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).
- 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.

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 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.

2026 Bus Fee Schedule

Fees

- Once placement is confirmed, bus fees are to be paid by automated payments.
- 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.
- Seats will be forfeited if automated payments for bus fees are not up-to-date.
- An Administration Fee of \$50.00 will apply at discretion of Bus Team.
- 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.
- Please refer to Fee Schedule found under the Fees Section on the Calvary Christian College Website.
- **Without Notice Fee** 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.