

BUS TRAVEL BETWEEN CAMPUSES 2021

Information Sheet

Thank you for your enquiry regarding the College bus service between the College campuses only.

There are limited places available to transport students between campuses both before and after school. Students can be transported from the Senior Campus at Henderson Road to the Junior Campus on Rogers Parade West in the morning and in the afternoon students may travel from the Junior Campus to the Senior Campus and also the Senior Campus to the Junior Campus. The students who are booked for this service would need to depart the bus at Henderson Road in the afternoon to allow for the students who have booked from that campus for the full bus journey. The cost of this service is \$1 per child per journey. All charges, which are made according to your booking, will be made at the beginning each term on your term fee statement.

Please note the timetable below for Departure times from the campuses:

Depart Rogers Parade West Campus	8:05am	Arrive Henderson Road Campus	8.10am
Depart Henderson Road Campus	8:15am	Arrive Rogers Parade West Campus	8:18am
Departs Rogers Parade West Campus	8.18am	Arrives Henderson Road Campus	8.25am
Depart Rogers Parade West Campus	3:02pm	Arrive Henderson Road Campus	3:10pm
Depart Henderson Road Campus	3:05pm	Arrive Rogers Parade West Campus	3.15pm

Please direct all enquiries to and return this form to:

Mrs Bernadette Macnaught
Prince of Peace Lutheran College
20 Rogers Parade West
Everton Hills Qld 4053

Phone 07 3872 5775

Bus@princeofpeace.qld.edu.au

College Administration: 25 Henderson Road Everton Hills QLD 4053
P: 07 3872 5600 **F:** 07 3872 5783 **E:** school@princeofpeace.qld.edu.au **W:**

COLLEGE BUS TRANSPORTATION BETWEEN CAMPUSES

2021 APPLICATION FORM

Parent's Name: _____

Parent's Address: _____

_____ Postcode: _____

Parent's Phone: _____(Home) _____(Mob)

Student Names: _____ 2021 Year Level _____

_____ 2021 Year Level _____

_____ 2021 Year Level _____

Please tick your required departure point and time

Depart Rogers Parade West Campus	8.05am	
Depart Henderson Road Campus	8:15am	
Depart Rogers Parade West Campus	8.18am	
Depart Rogers Parade West Campus	3:02pm	
Depart Henderson Road Campus	3.05pm	

Please indicate basis of use:

Mornings - Mon Tues Wed Thurs Fri

Afternoons - Mon Tues Wed Thurs Fri

All students and parents must sign a Code of Conduct prior to commencing use of the College bus service.

Parent Signature: _____ Date: _____

Please note: Bookings are taken in the order of receipt of relevant paperwork and that there are a limited number of places available.

PRINCE OF PEACE LUTHERAN COLLEGE BUS STUDENT

CODE OF CONDUCT

STUDENT OBLIGATIONS

1. While at bus stop and/or station wait quietly and behave in an orderly manner when disembarking / boarding.
2. Driver's instructions must be followed at all times.
3. Seatbelts must be worn at all times when on the bus.
4. Do not stand at any time.
5. Move to the back of the bus if you are not getting off at the first stop.
6. Act safely and have respect for other passengers and property.
7. Keep school bags off seats by stowing them in the parcel rack or under the seat.
8. Travelling on the College Bus is deemed a privilege, not a right.
9. Students are to remain seated on the bus until they are at their destination and the bus has come to a complete standstill.

UNACCEPTABLE BEHAVIOUR

1. Dangerous behaviour such as pushing and shoving at the bus stop while waiting and especially as the bus approaches.
2. Eating or drinking on the bus.
3. Having any part of your body outside the bus.
4. Resting feet on seats or any action that will mark or damage any part of the bus.
5. Fighting, yelling, kicking, spitting, hitting, swearing or any other offensive action that causes discomfort for other passengers or distracts the driver's attention.
6. Throwing or spreading any item around inside the bus or out of the window.
7. Any inappropriate behaviour that places the reputation of the College in jeopardy.

WHEN A STUDENT MISBEHAVES - Step 1

- A. The driver will speak to the student about improving their behaviour.
- B. The driver may require the student to move to a seat where behaviour can be monitored.
- C. When incidents of misbehaviour occur the driver will record details such as dates, student's name, actions, times, year and home class teacher's name.

SHOULD BEHAVIOUR NOT IMPROVE - Step 2

- A. The driver will advise the student that their continuing misbehaviour is being reported to the Head of Campus.
- B. The driver will collect records and details of misbehaviour incidents and complete a Discipline Slip and hand to the relevant Head of Campus as soon as practicable.

SHOULD MISBEHAVIOUR CONTINUE - Step 3

- A. The driver may require the student to attend a meeting with the Head of Campus. It may be necessary for the parents or guardians to also attend such a meeting.
- B. The College may refuse to carry the student on the College bus for a period which will reflect the seriousness of the misbehaviour.

MOBILE PHONE AND PERSONAL DEVICE POLICY

- Student's in year 1- 6 are not allowed to use any device on the bus service. Student's phone must be stored in their bag.
- Student's in years 7-12 may use a phone for music only, and must be wearing headphones. No other device is allowed. Phones must not be used for recording and distributing material.

I, _____

agree to abide by the Student Code of Conduct when travelling on the College Bus.

Student signature and date

Parent Signature and date

Bus Minder Parent APP - Information

We have been using Bus Minder now at Prince of Peace for just over 4 months. As a parent, Bus Minder enables you to view the real-time location of your student's bus, their boarding location, and whether your student is on board. You will also be able to mark your student absent for either the AM, PM or both trips for the day.

There is a trial feature on the parent app, which gives parents the option to "create booking" that is under "manage schedule". Accessing this gives you the option to mark an absentee for the future or to book future travel, however this will create a request that **will need to be approved** by the College Bus Administrator before it is confirmed as booked. (As this is a trial, it is only visible on an iPhone)

On the screen you will notice a reference to payments, for 2021 the College will continue to bill all full time and part time bookings, however for 2021 we will be implementing the payment system for casual bus users.

A few things to note:

- An absentee for the morning will need to be made by 6:15am, otherwise the driver will not see it. Once a driver logs in for the morning, they will not receive any further absences.
- Please have your student at the stop 5min before scheduled time. The driver will leave the stop after the designated time, he will not be able to call if your student is not there
- Bus Minder may currently only have one emergency email registered per family. If you are unable to login, it may be because your email is not registered. In this instance, please drop me a quick email and I will register your email. Please state your student's name for reference.
- Students in Year 7-12, can use their school email address to access the app on their phones. If you would like your Junior Campus student to use this feature, please let me know as I will need to liaise with the school IT Department.
- Parents will still need to contact the school for extra trips, or changes to their current arrangements, please do this via email.

How do I install and use the app?

The secure, user-friendly Bus Minder Parent app can be downloaded from the Apple App Store (for Apple devices) or Google Play Store (for Android devices). Here are a few tips for setting up and using the app:

- To set up Bus Minder on your phone, download the app and click on *Login*, then *'Forgot your password?'*. This will enable you to set a password.
- Once you have logged in, you will be asked whether the app should be allowed to send you notifications. We strongly encourage you to **allow** notifications to enable you to see the location of the bus in real-time, which will help you determine the appropriate time to drop your child(ren) at the pick-up location, or to meet the bus in the afternoon.
- Bus Minder can also alert you when your child boards the bus in the morning and boards and alights the bus in the afternoon.
- The Parent app also contains an alert feature that can be used to send push notifications to your smartphone if there is a problem that may affect the bus run that day. ie a bus delay
- Click on the link below for an example of how the app works.

<https://www.youtube.com/watch?v=X7HFzUOZYr8&feature=youtu.be>

Casual Bus Users and Online payments

<https://youtu.be/4OS58UIn9AE?list=PLndpLuFjErJHYdh-P8mokZ4mu-KNrHUB1>

The video linked above shows how to make a payment and the casual ticket option available. Casual Trips are billed at \$5.50.

If you have any further queries or questions, please feel free to email bus@princeofpeace.qld.edu.au and we will assist you find the appropriate answer.