

THE GAP/UPPER KEDRON BUS RUN 2022



Information Sheet

Thank you for your enquiry regarding the College bus service to The Gap and Upper Kedron. Details of pick up/drop off places and times are detailed on the following page. Please note the bus will stop as scheduled only and that no other stops will be permitted. Students need to be at their collection point at the correct time, the bus will not be able to wait for them.

The fare for full time use is \$380.00 per student per term with an adjustment in Term 4 to reflect the 39 weeks, and will be charged on each Term fee statement at the beginning of the Term. Part time users for 5 trips or more a week will be charged \$4.20 per trip per student and those using the bus 4 trips or less will be charged at the casual rate of \$5.50 a trip.

From 2022 all full time and part time fees will continue to be charged on each Term fee statement at the beginning of the Term. Casual fees will be able to be paid via the Bus Minder Parent App. Please see the link below on how to set up and top up your account.

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

Once a student is allocated a seat on a full time or permanent part time arrangement, this seat is then guaranteed for your student. As a discount has been applied, no reimbursement will be given for students who are sick or do not use their seat. Should you need to make changes to your bookings, please notify us in writing via email, preferably one week before the commencement of a new Term.

Prince of Peace has implemented a GPS-based app for its bus network that allows parents to track their child's school bus, via their smart phone. 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).

Bookings are taken in the order of receipt of relevant paperwork. Please note that there are a limited number of places available. If you wish to use the bus service on a casual arrangement, please submit paperwork prior to using the service, any bookings to travel on a casual basis must be made by calling or emailing the bus department.

This bus run is allocated a mobile phone number for emergency purposes 0409 108 757. Absentees can be made through the Bus Minder APP, please ensure this is by 6:15am for an AM trip and 2:15pm for a PM trip. All other amendments to bus bookings are to be advised to the email address detailed below.

Bus routes are set based on the location of applications received, please note that we cannot always offer a door to door service, however will we endeavor to pick up and drop off at a convenient and safe location. Please note bus routes are subject to change prior to Term 1.

Please direct all enquiries to and return this form to

Junior Campus Reception
Prince of Peace Lutheran College
20 Rogers Parade West
Everton Hills Qld 4053
Phone 07 3872 5775
Buses@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:** www.princeofpeace.qld.edu.au

THE GAP/UPPER KEDRON BUS RUN 2022

Pick Up Location	Departure Time	Drop Off Location	Arrival Time
Girraween Grove Fields	7.18am	Depart Senior Campus	3.15pm
Waterworks Road & Cooper Camp Road (red Rooster)	7.20am	Depart Junior Campus	3.25pm
Firhill St on Waterworks Rd	7.22am	Bus stop K Mart	3.30pm
BP Service Station Waterworks Rd near Payne Rd	7.25am	55 Patricks Rd	3.31pm
Waterworks Rd The GAP village 33	7.30am	Bus Stop Cnr Gordons Rd and Andina Cres	3.35pm
Cnr Settlement Rd and Waterworks Road (first stop on left)	7.32am	Ferny Grove Railway Station	3.39pm
Hilder Road Bus Stop Witonga Park	7.34am	Bus Stop named Ballyin on Archdale	3.40pm
Woorama and Harward Street Stop Stop 39	7.35am	Bus stop McGinn Rd and Hogarth Street	3.43pm
Cnr Settlement and Tingward Street	7.36am	Vnr Macloy and Macgregor Way	3.44pm
Cnr Cobolt and Balvenie St Bus Stop	7.38pm	Bus stop Cemetery Road, Upper Kedron	3.45pm
Cnr Macloy Rd and Macgregor Way	7.44am	Bus stop named Canvey Road near Charolais Crescent	3.47pm
Bus Stop Cemetery Rd	7.46am	Cnr Gleanlea and Balvenie Street	3.50pm
Bus stop named Canvey Road near Charolais Crescent	7.47am	Bus stop on Samford Rd named Blackbutt	3.55pm
Bus Stop Hogath Street	7.48am	Bus Stop Red Rooster, Ashgrove	3.57pm
Ferny Grove Railway Station, Conavalla Street	7.50am	Bus Stop called Firhill on Waterworks Rd	4.10pm
Bus Stop Patricks Rd near Ferny Way	8.00am	BP Service Station Waterworks Rd near Payne Rd	4.11pm
Bus stop cnr Patricks Rd and Nepean Ave	8.02am	Waterworks Rd, the GAP Village bus stop 33	4.12pm
Senior Campus	8.05am	Bus stop Waterworks Road near corner of Illowra Street opposite Service Station	4.14pm
		Hilder Road Bus Stop Witonga Park	4.18pm
		Woorama and Harward Street bus stop	4.19pm
		Cnr Tingward and Settlement Road	4.20pm

THE GAP UPPER KEDRON RUN 2022

APPLICATION FORM

Parent's Name: _____

Parent's Address: _____

_____ Postcode: _____

Email address: _____

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

Student Names: _____ 2022 Year Level _____

_____ 2022 Year Level _____

_____ 2022 Year Level _____

_____ 2022 Year Level _____

- Full time (10 trips per week charged at a discount rate \$380.00 per term.)
- Part time (5 trips or more per week charged at \$4.20 per trip), Guaranteed seat
- Part-time (4 trips or less per week charged at \$5.50 per trip), Guaranteed seat

Please note: If you sign up for the categories above, your child will be guaranteed a seat on the bus. You will be billed on your fee statement at the start of the term. No credits will be applied to these charges if the service is not used. Changes can be made in writing one week before the start of a new term.

- Casual (\$5.50 per trip) please check seat availability before each required trip

Please detail travel days:

Mornings -	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
Afternoons -	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri

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

Parent Signature: _____ Date: _____

Parent Name: _____

Please return completed pages 3 – 5 to Junior Campus Reception as soon as possible to secure your child's place on the bus. Please retain pages 1, 2 and 6 for your records.

THE GAP/UPPER KEDRON BUS RUN 2022

Student Name/s: _____

Please tick preferred stops for morning and/or afternoons.

Pick Up Location	✓	Drop Off Location	✓
Girraween Grove Fields		Depart Senior Campus	
Waterworks Road & Cooper Camp Road (red Rooster)		Depart Junior Campus	
Firhill St on Waterworks Rd		Bus stop K Mart	
BP Service Station Waterworks Rd near Payne Rd		55 Patricks Rd	
Waterworks Rd The GAP village 33		Bus Stop Cnr Gordons Rd and Andina Cres	
Cnr Settlement Rd and Waterworks Road (first stop on left)		Ferny Grove Railway Station	
Hilder Road Bus Stop Witonga Park		Bus Stop named Ballyin on Archdale	
Woorama and Harward Street Stop Stop 39		Bus stop McGinn Rd and Hogarth Street	
Cnr Settlement and Tingward Street		Vnr Macloy and Macgregor Way	
Cnr Cobolt and Balvenie St Bus Stop		Bus stop Cemetery Road, Upper Kedron	
Cnr Macloy Rd and Macgregor Way		Bus stop named Canvey Road near Charolais Crescent	
Bus Stop Cemetery Rd		Cnr Gleanlea and Balvenie Street	
Bus stop named Canvey Road near Charolais Crescent		Bus stop on Samford Rd named Blackbutt	
Bus Stop Hogath Street		Bus Stop Red Rooster, Ashgrove	
Ferny Grove Railway Station, Conavalla Street		Bus Stop called Firhill on Waterworks Rd	
Bus Stop Patricks Rd near Ferny Way		BP Service Station Waterworks Rd near Payne Rd	
Bus stop cnr Patricks Rd and Nepean Ave		Waterworks Rd, the GAP Village bus stop 33	
Senior Campus		Bus stop Waterworks Road near corner of Illowra Street opposite Service Station	
		Hilder Road Bus Stop Witonga Park	
		Woorama and Harward Street bus stop	
		Cnr Tingward and Settlement Road	

PRINCE OF PEACE LUTHERAN COLLEGE BUS STUDENT

CODE OF CONDUCT

STUDENT OBLIGATIONS

- While at bus stop and/or station wait quietly and behave in an orderly manner when disembarking / boarding.
- Driver's instructions must be followed at all times.
- Seatbelts must be worn at all times when on the bus.
- Do not stand at any time.
- Move to the back of the bus if you are not getting off at the first stop.
- Act safely and have respect for other passengers and property.
- Keep school bags off seats by stowing them in the parcel rack or under the seat.
- Travelling on the College Bus is deemed a privilege, not a right.
- 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

- Dangerous behaviour such as pushing and shoving at the bus stop while waiting and especially as the bus approaches.
- Eating or drinking on the bus.
- Having any part of your body outside the bus.
- Resting feet on seats or any action that will mark or damage any part of the bus.
- Fighting, yelling, kicking, spitting, hitting, swearing or any other offensive action that causes discomfort for other passengers or distracts the driver's attention.
- Throwing or spreading any item around inside the bus or out of the window.
- 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 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 12 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 2022 the College will continue to bill all full time and part time bookings, however for 2022 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 buses@princeofpeace.qld.edu.au and we will assist you find the appropriate answer.