

## BUS 3 – CHERMSIDE/STAFFORD

2023



### Information Sheet

Thank you for your enquiry regarding the College bus service to the Mitchelton, Stafford and Chermshire area. 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 \$420.00 per student per term. Casual bus charge of \$6.30 will apply to 4 trips or less each week. For part-time use (between 5 and 9 trips per week) a sliding scale applies based on your booking. More information is available via the email address below.

Invoices will be issued at the beginning of each term for the term ahead according to the booking made. Casual fees are to be paid via the BusMinder 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.

Absentees can be made through the Bus Minder APP, please ensure this is completed 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 planned based on the location of applications received, please note that we cannot offer a door-to-door service, however, we will endeavour to pick up and drop off at a convenient and safe location. Please note bus routes are subject to change as needed.

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 5705  
[Buses@princeofpeace.qld.edu.au](mailto: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](mailto:school@princeofpeace.qld.edu.au) **W:** [www.princeofpeace.qld.edu.au](http://www.princeofpeace.qld.edu.au)

# BUS 3 CHERMSIDE/STAFFORD 2023

## APPLICATION FORM

Parent's Name: \_\_\_\_\_

Parent's Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent's Phone: \_\_\_\_\_(Home) \_\_\_\_\_(Mob)

Student Names: \_\_\_\_\_ 2023 Year Level \_\_\_\_\_

\_\_\_\_\_ 2023 Year Level \_\_\_\_\_

\_\_\_\_\_ 2023 Year Level \_\_\_\_\_

- Full time (10 trips per week charged at a discount rate \$420.00 per term).
- Part time (5 trips or more per week charged on a sliding scale), Guaranteed seat.
- Part-time (4 trips or less per week (Casual rate \$6.30 per trip), Guaranteed seat.
- Casual** (\$6.30 per trip) please check seat availability before each required trip

**Please note:** If you sign up any of for the first three 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. If your child uses more than the category you have signed up for, it will be charged at the casual rate. Changes can be made in writing two weeks before the start of a new term.

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 agree to follow the Bus Code of Conduct prior to commencing use of the College bus service. A copy is available on our website.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

**Please return completed pages 2-3 to Junior Campus Reception as soon as possible to secure your child's place on the bus.**

## BUS 3 CHERMSIDE/STAFFORD 2023

Student Name/s: \_\_\_\_\_

Please tick preferred stops for morning and/or afternoons.

| Pick Up Location                             | Departure Time | ✓ | Drop Off Location                     | Arrival Time | ✓ |
|--|----------------|---|---------------------------------------|--------------|---|
| Cnr Milburn and Fairlane, Chermside West     | 06.55          |   | Senior Campus                         | 15.19        |   |
| Pilba Rd outside 17                          | 07.08          |   | Bus Stop Tetragona on Plucks Road     | 15.22        |   |
| Webster Rd at Somerset Hills Stop 36         | 07.12          |   | Junior Campus                         | 15.32        |   |
| Webster Road at Wilgarning Street            | 07.15          |   | Southpine Rd bus stop 43              | 15.34        |   |
| Raymont Road at Chermside Street, Grange     | 07.25          |   | Southpine Road bus stop 42            | 15.36        |   |
| Raymont Road bus stop at Beatson Tce stop 5A | 07.27          |   | Cnr Pullen Road and Teralba Street    | 15.38        |   |
| Stop Samford Rd at Alderley Hotel            | 07.32          |   | Cnr Glen Holm and St Helens Road      | 15.40        |   |
| Suez Street                                  | 07.38          |   | Stop outside 123 Glen Holm            | 15.41        |   |
| Blackwood St at Mitchelton Stop 34           | 07.42          |   | 103 Glen Holm Street                  | 15.42        |   |
| Outside 103 Glen Holm St                     | 07.44          |   | Glen Holm bus stop before Grovely Tce | 15.43        |   |
| Outside 124 Glen Holm St                     | 07.46          |   | Blackwood St at Mitchelton stop 34    | 15.45        |   |
| Glen Holm Street near St Helens Rd           | 07.48          |   | Cnr Cross and Irvine Streets          |              |   |
| Cnr Pullen Rd at Teralba Park                | 07.50          |   | Suez Street                           | 15.47        |   |
| Dargie Street near Murch                     | 07.55          |   | Bus stop Alderley Hotel               | 15.54        |   |
| Southpine Road Bus stop 42                   | 07.58          |   | Cnr Raymont Rd and Royal Pde          | 15.56        |   |
| Southpine Road Bus stop 43                   | 07.59          |   | Raymont at Billington Stop 6          | 15.58        |   |
| Junior Campus                                | 08.00          |   | Raymont Rd at Chermside St            | 15.59        |   |
| Middle and Senior                            | 08.08          |   | 106 Webster Rd                        | 16.02        |   |
|  |                |   | Webster Road at Wilgarning Street     | 16.07        |   |
|  |                |   | Webster Rd at Somerset Hills Stop 36  | 16.09        |   |
|  |                |   | Milburn and Fairlane                  | 16.10        |   |
|  |                |   | Pilba Street                          | 16.16        |   |
|  |                |   | Kingsmills St near Kuran St           | 16.22        |   |
|  |                |   | Ellison Rd stop 46 at Piccadilly      | 16.26        |   |

## Bus Minder Parent APP - Information

Prince of Peace is utilising the BusMinder app. 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.

On the screen you will notice a reference to payments, for 2023 the College will continue to bill all full time and part time bookings, however for 2023 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 send an email to [buses@princeofpeace.qld.edu.au](mailto:buses@princeofpeace.qld.edu.au) and we 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 us know as we 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 \$6.30.

If you have any further queries or questions, please feel free to email [buses@princeofpeace.qld.edu.au](mailto:buses@princeofpeace.qld.edu.au) and we will assist you to find the appropriate answer.