



EDINBURGH COLLEGE

BUS OPERATING POLICY

Edinburgh College operates five private buses in the local area. Our buses provide safe, reliable and secure transport to and from the College.

The Edinburgh College Bus Committee ("**Bus Committee**") operates the buses according to the following policy:

1. The buses operate on set routes and cater for those students furthest from the College, where practicable. Information regarding the set routes may be obtained from the Bus Coordinator - Mr Paul Gossip. bus.business@ec.vic.edu.au
2. Recognised pickup points are set on given routes and students arrange their own method of arriving at these points. Information regarding the recognised pickup points may be obtained from the Bus Co-ordinator. Best endeavours are made to meet your child at your suggested pickup point. The bus driver will confirm the actual pick-up point based on route efficiency and effectiveness. No stops will be made between designated pickup points, unless agreed by the Bus Committee.
3. Students are dropped off by the bus in the designated bus parking area at the College between 8.40am and 8.50am. They are collected from the same area between 3.20pm and 3.30pm. A bus list is marked each day to ensure students have boarded the bus before it departs from the College.
4. Contributions are calculated on a four-zone system based on the Conveyance Travel Allowance categories:

Zone 1: 0 – 4.8km	Lilydale, Mooroolbark, Montrose, Mt Evelyn
Zone 2: 4.8 – 10km	Chirnside Park, Kilsyth, Croydon, Croydon Nth, Wandin
Zone 3: 10 – 15km	Ringwood, Ringwood Nth, Heathmont, Boronia, Warranwood, Warrandyte, Wonga Park, Bayswater, Bayswater Nth, Seville
Zone 4: 15 and over	Ferntree Gully

Applications for Conveyance Allowance for your family will be processed by the College Finance Team.

5. Allowances will be made for one way travel on a seat availability basis only.
6. The student will forfeit the privilege of using the bus through unacceptable behaviour. What is regarded as unacceptable behaviour will be any breach of College policies or as otherwise determined by the Bus Committee.
7. There shall be no refunds for days missed unless more than one-week prior notice is given and is approved by the Bus Committee.
8. Term Bus fees will be charged to family accounts. If on a casual trip, the driver is to be paid upon boarding the bus.
9. No persons other than those regularly catered for will use the bus service, except by prior arrangement with the bus driver and the appropriate contribution is paid.

10. The cost of repairing any wilful damage to the bus will be passed onto the parent/guardian of those responsible for the damage.

Edinburgh College Bus Travel Code of Conduct

To ensure that this provided service continues to be a positive, safe and comfortable experience, student's will:

- Respect the needs and comfort of other passengers.
- Always Behave appropriately (e.g. no use of offensive language/gestures, fighting, spitting, placing feet on seats or throwing things in or from the bus).
- Protect bus property and report any vandalism.
- Follow the driver's instruction about safety on the bus (e.g. instructions on where to sit).
- Refrain from eating or drinking anything other than water on the bus without the permission of the bus operator.
- Refrain from interacting with other members of the public through the bus windows.
- Only attract the attention of the driver in the case of an emergency.

The safety and comfort of all passengers travelling on buses are of primary importance. Bus operators and drivers are required to comply with occupational health and safety requirements and will take action if students put themselves or others at risk.

Bus Discipline

- Damaging property, eating on the bus or distracting the driver with persistent noise may lead to the loss of travel privileges.
- Dangerous behaviour such as seriously harassing or bullying other passengers, letting any part of the body protrude from the bus, throwing objects inside or outside the bus, using matches and lighters and carting dangerous items may lead to the loss of travel privileges including students being banned from travelling on buses.
- Highly dangerous behaviour such as interfering with safety equipment, fighting, pushing students out of the doors or windows, assaulting the driver or other passengers and destruction of the bus property may lead to the permanent loss of travel privileges and possible court or police prosecution.

Sickness/Health

Students with special health considerations (asthma, anaphylaxis, diabetes, etc.) are required to carry appropriate medication with them while travelling on the College buses. The drivers will have access to medical records and action plans.

Cancellation/Change of Journey

If your child does not require a morning pick up due to sickness or other, please contact the driver **before 7:00am**. Likewise, if your child does not require a ride home, timely notification of these changes to the driver, the bus coordinator or the Primary/Secondary College administration office, will assist in planning the home run. Each driver uses mobile phone texting to receive the changes to your child's transport arrangement. For Primary students, please ensure you also notify Primary administration on 9728 2211 so they can notify the bus duty teacher.

Bus Routes

There are five bus routes for 2025 allocated to geographic areas, with some flexibility.

- | | | | |
|---------------------|--|---------------------|--------------|
| • Red Bus | Chirnside Park. Croydon Nth, Warrandyte | Mat Love | 0422 890 671 |
| • Yellow Bus | Ringwood, Ringwood Nth, Croydon, Kilsyth | Paul Gossip | 0490 910 431 |
| • Blue Bus | Montrose, Kilsyth and Ferntree Gully | Ruth Smith-Stuhmcke | 0409 942 166 |
| • Green Bus | Chirnside Park. Croydon Nth, Warrandyte | Brendan James | 0405 966349 |
| • Purple Bus | Mount Evelyn and Montrose | Dale Vakulcysk | 0408 513569 |

Fee Structure for 2025

The terms and conditions for permanent, semi-permanent and casual passengers are as follows:

Permanent Passengers

A permanent passenger will be guaranteed a seat on one of our buses. This passenger will be transported to and from school, most days. The cost of transport depending on your zone will be charged to your fees account.

Semi Permanent Passengers

A semi permanent passenger will be guaranteed a seat on one of our buses. This passenger will either be transported morning only or afternoon only and may not actually travel for the five days. The cost of transport will be charged to your fee account each term.

Casual Passengers

Priority is given to permanent passengers, however there may be times when a student requires: a ride home; an after College activity; a medical appointment; or visit a friend etc. An invoice will not be issued.

A fee of \$8.00 per person is payable on the day. Parents must contact the College and the bus driver to make the transport arrangements. Students who arrive at the bus, without the College being contacted, and are expecting transport may be declined. While the drivers will do their utmost to accommodate such transport, preference is given to full-term paying students.

Conveyance Allowance

A government allowance is available to families who live 4.8kms or more from the school and cannot access a free bus service. This allowance is paid to your fee account each term and subsidises the fees you pay.

For more information on the conveyancing allowance rates for private bus that will be paid to your fee account, please refer to the following website or contact the school finance office.

<https://www2.education.vic.gov.au/pal/conveyance-allowance/guidance/conveyance-allowance-rates>

Annual Permanent Bus Fee Structure – for one child

With the increase in costs of our bus service, the following rates will be charged for 2025.

0 – 4.8km	\$1300.00 p.a.	(\$325 per term)
4.9 – 10kms	\$1560.00 p.a.	(\$390 per term)
11 – 15 kms	\$1920.00 p.a.	(\$480 per term)
15 and over	\$2200.00 p.a.	(\$550 per term)

***NEW* Family Discount for Bus Fees - only applies to Permanent Passengers of the Bus Service**

2 Children 15% Discount

3 Children 30% Discount

4 Children 40% Discount



EDINBURGH COLLEGE BUS APPLICATION 2025

If your child(ren) used the Edinburgh College bus service in 2024, please contact the Bus Coordinator or a bus driver if you plan to travel on the bus again in 2025.

- Green Bus Brendan - 0405 966 349
- Blue Bus Ruth - 0409 942 166
- Yellow Bus Paul - 0490 910 431
- Red Bus Mat - 0422 890 671
- Purple Bus Dale - 0408 513569

For all new bus users please contact the Bus Coordinator, Paul, on 0490 910 431 to book the bus service.

All bus users are to return this application to the Bus Coordinator by email bus.business@ec.vic.edu.au or to Edinburgh College Reception by two weeks prior to start of term – if possible.

Family Name: _____

Name of each child:

1. _____ Year Level: _____
2. _____ Year Level: _____
3. _____ Year Level: _____
4. _____ Year Level: _____

If a service can be provided in my area I would definitely choose for my child/ren to travel on the College bus.

Bus required AM and PM Bus Required AM only Required PM only

I have read the Operating Policy and agree to support the conditions set out.

I have noted the 2025 Bus Fee Structure and agree to pay the required fees.

Signed: _____ Date: _____

Person responsible for payment:

Mr / Mrs / Ms: _____

Address: _____ Postcode: _____

Home Phone: _____ Mobile: _____

Email: _____

Date to Start Service: _____

Suggested pickup point (*preferably a bus stop*): _____