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 operates the buses according to the following policy:

1. The buses operate on set routes and cater for those students furthermost from the College, where practicable. Information regarding the set routes may be obtained from the Bus Coordinator – Sheila Kendrick 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 Coordinator.

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:

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

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 Leadership Committee.

7. There shall be no refunds for days missed unless more than one-week prior notice is given and is approved by the Business Manager.

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 act 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 or afternoon pick up, parents 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, Warrandyte, Mooroolbark West	Martin 0419 568 179
Yellow Bus	Ringwood, Croydon, Bayswater	Mat 0422 890 671

Blue Bus	Montrose, Kilsyth South, Ferntree Gully	Ruth 0409 942 166
Green Bus	Lilydale, Mooroolbark East	Brendan 0405 966 349
Purple Bus	Mount Evelyn, Kilsyth North	Dale 0408 513 569

Fee Structure for 2027

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

Permanent Passengers

A permanent passenger (travellers 3 days or more) 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.

Casual Passengers

Casual passengers are defined as travellers for less than 3 days per week.

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 towards the end of each term and subsidies 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.

Travel allowance information

Annual Permanent Bus Fee Structure – for one child

With the increase in costs of our bus service, the following rates will be charged for 2026.

0 – 4.8km	$1580.00 p.a. ($395 per term)
4.9 – 10kms	$1840.00 p.a. ($460 per term)
11 – 15 kms	$2260.00 p.a. ($565 per term)
15 and over	$2620.00 p.a. ($655 per term)

Family Discount for Bus Fees
(only applies to **Permanent Passengers** of the Bus Service)

No of Children	**Discount applied**
2 Children	15%
3 Children	30%
4 Children	40%