

SCHOOL BUS SERVICE

The School provides a Northern and Southern bus service to families of enrolled children and is committed to the safety of all those driving or travelling in the school bus.

The buses are air conditioned and equipped with seat belts, which all students are required to wear as a passenger on the bus. Children are required to be at the pick-up point at least 10 minutes prior to the approximate departure time, although occasional traffic conditions may delay the bus arrival at each stop.

For students using the service, the School Bus Service **Code of Conduct / Protocols** must be strictly adhered to at all times. (Please refer overleaf for the Code of Conduct / Protocols)

Application for the School Bus Service

1. Students from Prep to Year 12 are eligible to use the School Bus Service.
2. Applications for the School Bus Service must be made on the **School Bus Application Form** (one application per family). This form must be completed by a parent or guardian of the student(s).
3. Applications for the School Bus Service **must be re-submitted** for each year as outlined above.
4. While an application is a pre-requisite to use the School Bus Service, it is **not** a guarantee as places are limited.
5. Applications are to be forwarded to the School Office, by hand or emailed to reception@silkwood.qld.edu.au at least **one (1) week PRIOR** to the commencement of the school year for processing (or at least one week prior to using the service).
6. Any changes to permanent bookings must be made on a new **Bus Booking Form** – tick ‘Change Request’ box.
7. Casual bus bookings are subject to availability; preference will be given to students using the service on a permanent weekly/fortnightly basis. Bookings must be made prior to using service.
8. Permanent bookings are for the whole school term, for students using the bus on a weekly/fortnightly basis. All permanent booking bus fees are **upfront** payments on a term-by-term basis. Casual bookings are for students using the bus for occasional trips, billed fortnightly to parents.
9. Bookings are essential. Any student not booked on the bus will not be permitted to use the service.

Acceptance

1. The offer of a place on the School Bus Service will be made only after the signed School Bus Application Form has been received.
2. Confirmation of a placement on the School Bus Service is conditional upon numbers being available on that bus route. Bookings are taken on a first in first served basis.
3. The School will formally notify you in writing / email on the status of your application with all other relevant details.

Be inspiring... get connected... make a difference.

Fee Schedule

INDIVIDUAL DAYS (Northern and Southern Bus Services)	
Permanent bookings, per single trip, per student.	\$6.00
Family per single trip (2+ children from the same family, same trip) – permanent bookings only.	\$10.00
Casual bookings, per single trip, per student.	\$7.50
Nerang service only, per trip, per student (subject to space availability).	\$3.00

Payment Terms

Permanent bus bookings

1. Families will be invoiced at the beginning of the Term that the travel applies to.
2. Payment for permanent bus bookings will be due at the commencement of each School Term, unless a payment plan has been entered into.
3. Charges for additional casual trips will be billed fortnightly, if/when applicable.
4. In order to support the funding of the bus service, the school will not refund bus fares for trips that the children are absent from using this service.

Casual bus bookings

1. Families will be invoiced fortnightly for casual trips.
2. Payment for casual bus bookings will be due on receipt of invoice.

If payment is not received by the due date and the School does not receive an acceptable explanation, then the School reserves the right to remove the child(ren) from using the Bus Service.

Code of Conduct / Protocols

The protocols noted below are relevant to students who are passengers using the School Bus Service, and their parents/guardians. Safety is a primary concern of Silkwood School. Parents/guardians and students are asked to observe the protocols to enable the School to operate a safe bus service.

BOARDING / DEPARTURE

1. Students must wait in an orderly manner at the designated area.
2. Students are to be ready to board the bus at the designated time:
 - a. In the morning, students must arrive at the designated bus stop **10 minutes prior** to departure.
 - b. In the afternoon, students must go promptly to the bus waiting zone (outside the tuckshop window) and remain in the designated area. Senior students must arrive no later than 3.25pm, Prep students will be escorted to the bus waiting area by Prep staff.
 - c. **School Buses will depart School promptly at 3.30pm each day.**
3. Parents/guardians are responsible for ensuring that students are safely aboard the bus each morning. If a student misses the bus, parents/guardians are responsible for taking the student to school. Please note that the School Bus will not wait for students who are late at the pick-up point.
4. Should the bus arrive at a designated stop ahead of schedule, the bus will remain at the stop until the scheduled departure time.
5. **Notification of Afternoon Absence** – If your child will not be travelling on the bus on a particular afternoon, please notify the School Office prior to 2.00pm on 5655 0300 or reception@silkwood.qld.edu.au.

6. If a student misses the bus at the end of a school day, the school will notify the parents and the student will be placed in after school care (Prep-Year 6) or taken to the office (Year 7-12). Parents will be responsible for charges.
7. Parents who plan to meet their child at their bus stop in the afternoon are requested to be punctual and allow 10 minutes either side of the scheduled arrival time, to allow unexpected traffic.
8. The bus driver will only leave a student unattended at an afternoon bus stop if the parent/carer has given permission on the School Bus Application Form.
9. If the student's parent or authorised carer is not at the bus stop to collect their child at the scheduled time, and the child not permitted to walk home from the bus stop, the following procedures apply:
 - a. The bus driver will contact the parent/carer and seek permission to leave the child in the care of another parent at the bus stop until they arrive; OR
 - b. If unable to contact the parent, the bus driver will wait a further 2 minutes after the scheduled time and then return the child to school at the end of the bus run. The child booked into OSHC, charges will apply.
10. Students are to remain clear of the bus before boarding and on leaving the bus.
11. Student must not cross the road behind or in front of the bus. They must wait until the bus has moved away and it is safe to cross.

STUDENTS TRAVELLING ON THE SCHOOL BUS

1. Act safely and responsibly, and behave in a way that ensures a safe bus journey for all passengers.
2. Abide by School Rules and [QLD Transport Code of Conduct](#) on school buses during bus travel.
3. Follow the bus driver's instructions.
4. Get on and off the bus in an orderly manner.
5. Wear seat belts at all times while travelling on the bus. This is in compliance with Queensland Transport legislated requirements.
6. Remain seated and do not distract the driver.
7. Only attract the driver's attention if there is an emergency.
8. Treat the driver and other passengers with care, consideration and respect.
9. Respect own property and the property of others.
10. Protect bus property and report any vandalism. *A student who willfully causes damage will be responsible for the cost and repair of the damage they caused.*
11. Communicate respectfully with others.
12. Talk quietly to the people around you. Shouting and yelling is not appropriate.
13. Use appropriate language at all times. No offensive language will be tolerated.
14. Pass objects sensibly around the bus.
15. Eat and drink before getting on the bus.
16. Do not call out or signal to any person outside the bus without instruction from the bus driver.
17. In the event of a breakdown or other emergency, students must follow the instructions of the bus driver.
18. Accept consequences for bus misconduct.

GENERAL CONDITIONS

1. The student must be capable to get to and from the school bus waiting area after school (located outside the Tuckshop window) by themselves (Prep students will be escorted by staff). They must also be capable of remembering which days they are booked on the bus.
2. The School reserves the right to suspend or terminate use of the bus service for passengers who do not abide by these protocols.

NORTHERN BUS SERVICE

In the morning, students are required to be at the Bus Stop at least **10 minutes** prior to the scheduled departure time.

In the afternoons, please allow 10 minutes either side of anticipated arrival time (for unexpected traffic).

NORTHERN BUS – MORNING (23-SEATER BUS)

Scheduled Time	BUS STOP	LOCATION
7.05am	ASHMORE	Bus Stop near 146 Currumburra Road
7.16am	PARKWOOD / LABRADOR	Bus Stop near 134 Olsen Avenue
7.26am	RUNAWAY BAY	100 Oxley Drive (bus stop after Lae Drive)
7.30am	COOMBABAH PRIMARY SCHOOL	
7.37am	HOPE ISLAND	1 Pendraat Parade (Village Market)
7.42am	MARINA SHOPPING VILLAGE	Bus Stop near Coles on Santa Barbara Road
7.55am	HELENSVALE STATION	Pick up / Drop off zone
8.10am	NERANG	Price Street – bus stop near cinema
8.15am	RIVERLEA WATERS	184 Nerang-Beaudesert Rd
8.25am	Bus arrives at Silkwood	

NORTHERN BUS – AFTERNOON (39-SEATER BUS)

Scheduled Time	BUS STOP	LOCATION
3.30pm	Bus departs Silkwood	
3.35pm	YARRIMBAH DRIVE	Nerang
3.40pm	BILLABIRRA CRESCENT	Nerang
3.45pm	RIVERLEA WATERS	184 Nerang-Beaudesert Rd
3.50pm	PRICE STREET	Near Nerang Cinemas
4.00pm	NERANG TRAIN STATION	Pick up / Drop off zone
4.10pm	ASHMORE PRIMARY SCHOOL	
4.13pm	ASHMORE	Bus Stop near 146 Currumburra Road
4.15pm	CRESTWOOD PLAZA	Olsen Avenue
4.25pm	HARBOUR TOWN	Oxley Drive, 50m before Harbour Town Drive exit
4.32pm	RUNAWAY BAY	360 Oxley Drive (bus stop after Lae Drive)
4.35pm	COOMBABAH PRIMARY	
4.45pm	HOPE ISLAND	1 Pendraat Parade (Village Market)
4.50pm	MARINA SHOPPING VILLAGE	Bus Stop near Coles on Santa Barbara Road
5.00pm	HELENSVALE	20 Siganto Drive bus stop
5.05pm	HELENSVALE STATION	Pick up / Drop off zone

SOUTHERN BUS SERVICE

In the morning, students are required to be at the Bus Stop at least **10 minutes** prior to the scheduled departure time.

In the afternoons, please allow 10 minutes either side of anticipated arrival time (for unexpected traffic).

SOUTHERN BUS – MORNING (39-SEATER BUS)

Scheduled Time	BUS STOP	LOCATION
7.25am	GHILGAI ROAD	Public bus stop near Entry Drive
7.40am	CLASSIC WAY	Burleigh Waters (behind Treetops Shopping Centre)
8.00am	MUDGEERABA	Cnr Mudgeeraba & Tallai Rds (soccer fields)
8.05am	HINKLER DRIVE	Worongary, opposite Ambulance Station
8.18am	ST BRIGIDS	Nerang
8.21am	YARRIMBAH DRIVE	Nerang
8.25am	Bus arrives at Silkwood	

SOUTHERN BUS – AFTERNOON (11-SEATER MINI BUS)

Scheduled Time	BUS STOP	LOCATION
3.30pm	Bus departs Silkwood	
3.40pm	ST BRIGIDS	Nerang
3.45pm	WILLIAM DUNCAN PRIMARY	Nerang
3.49pm	ALEXANDER DRIVE	Before corner of Orlando Court
3.51pm	NIELSONS ROAD	Near turnoff to Pappas Way
4.00pm	GHILGAI ROAD (IF 23-SEATER BUS IS FULL, SOME GHILGAI PASSENGERS WILL BE TRANSPORTED BY MINI BUS)	Public bus stop near Entry Drive

SOUTHERN BUS – AFTERNOON (23-SEATER BUS)

Scheduled Time	BUS STOP	LOCATION
3.30pm	Bus departs Silkwood	
3.50pm	GHILGAI ROAD	Public bus stop near Entry Drive
3.55pm	WORONGARY AMBULANCE STATION	Hinkler Drive
4.00pm	MUDGEERABA	Cnr Mudgeeraba & Tallai Rds (Historical Village)
4.10pm	ROBINA TOWN CENTRE	Robina Town Centre Drive (Target entrance)
4.20pm	REEDY CREEK	Reedy Creek Road Bus Stop (just past Ambassador Drive)
4.25pm	MATTOCKS ROAD	Cnr Mattocks Rd & Lynmuller Lane
4.30pm	CHRISTINE CORNER	Bus stop, cnr Bermuda Street & Christine Ave
4.35pm	179 CHRISTINE AVE	@ Caningeraba Primary School
4.47pm	MERMAID BEACH	2554 Gold Coast Highway (near Bob Jane T-Mart)

SCHOOL BUS APPLICATION FORM – 2017

This is an application only and does not guarantee a bus booking, the school will confirm your booking in writing/email. Please submit this form to the School Office at least **one (1) week PRIOR** to the commencement of the school year (or at least one week prior to using the service - reception@silkwood.qld.edu.au)

BOOKING TYPE: PERMANENT CASUAL CHANGE REQUEST

STUDENT/S TO COMMENCE USING THE SCHOOL BUS SERVICE FROM: ____ / ____ / ____ ONWARDS.

PARENT/GUARDIAN DETAILS

Parent/Guardian Name: _____ Home Phone: _____

Residential Address: _____ Mobile: _____

Work Phone: _____

Email Address: _____

Please list details of bus passengers and the service and days you require. Refunds will not be given for unused bus trips.

MORNING BUS SERVICE

STUDENT NAME	YEAR LEVEL	BUS SERVICE	BUS STOP	M	T	W	T	F
<i>Example: Joe Bloggs</i>	<i>Year 3</i>	<i>Northern</i>	<i>Coomabah Primary</i>	✓	✓		✓	

AFTERNOON BUS SERVICE

 I give permission for my child/ren to walk home independently from the bus stop YES NO

STUDENT NAME	YEAR LEVEL	BUS SERVICE	BUS STOP	M	T	W	T	F

PARENT/GUARDIAN DECLARATION

- I certify that all application details provided by me are true and correct.
- I authorise the Silkwood School Bus Service to transport my child/ren to and/or from school.
- I am aware that I need to give the School 2 weeks notice (prior to end of a Term) if my child no longer requires the School Bus Service.
- I have read the QLD Transport Code of Conduct, and Silkwood’s Bus Service Code of Conduct / Protocols and have discussed these requirements with my child/ren.
- If my child/ren will not be travelling on the bus on a particular afternoon, I will notify the School Office prior to 2.00pm on the day of travel or earlier.
- I understand that the school will not refund bus fares for trips that my child/ren are absent from using this service.
- I am aware that any changes to permanent bookings must be made on a new **Bus Booking Form** – tick ‘Change Request’ box.
- I understand the payment terms and agree to pay the School Bus Service fees by the due date.

Parent/Guardian Signature: _____ Date: _____

NOTE: Permanent bookings are for whole school term, for students using the bus on a weekly basis. Casual bookings are for students using the bus on a fortnightly basis or occasional trips. Bookings are subject to availability; preference will be given to students using the service on a permanent weekly basis. Applications for the School Bus Service must be re-submitted for each year (at least one (1) week prior to school commencing).