



OFFICE USE ONLY

Student identification	Family key	Processed stamp	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Form checked	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Initial	<input type="text"/>
<input type="checkbox"/> System updated	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Initial	<input type="text"/>
<input type="checkbox"/> Bus driver notified	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Initial	<input type="text"/>
<input type="checkbox"/> Bus booked	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Initial	<input type="text"/>

BOOKING DETAILS

Booking date	Anticipated start date
<input type="text"/>	<input type="text"/>

Please note that the service is only available for two ways. If only one way is requested you will still be charged in full.

STUDENT/S DETAILS

Given name	Family name	Class	Campus	Identification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PARENTS/GUARDIAN DETAILS

Please provide contact details of someone who will not be travelling with you but can contact you in an emergency.

Title	Given name	Family name	Relation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Home phone	Mobile phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

PICK UP/DROP OFF DETAILS (if different from parent/guardian address)

Address	Suburb	Melway reference
<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency contact	Home phone	Mobile phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

DECLARATION

I certify that the above information given herein by me is correct. I have read and note the 'Code of Conduct' and 'Condition of Bus Booking' overleaf and I agree to be bound by these conditions.

Title	Given name	Family name	Relation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Home phone	Mobile phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Signature		Date	
<input type="text"/>		<input type="text"/>	

CODE OF CONDUCT

- Bullying is not tolerated. Student/s may be suspended over the incident.
 - Students are to be on time for the bus as lateness will cause the bus to be delayed for others.
 - Please be ready and wait for the bus in the morning (the driver can not wait for more than one minute for one student to board the bus).
 - A Bus Cancellation Form is required to be filled out and returned two weeks prior to proposed cancellation date.
 - Suspension from the bus may be applied to students who do not abide by the bus rules.
 - No food or drink is to be consumed on board the bus.
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CONDITIONS OF BUS BOOKING

- Bookings are not confirmed until notified.
- All bookings are for a fixed full term.
- Outstanding school fees must be fully paid before a bus booking can be made.
- All bookings/cancellations are to be made two weeks in advance through the office. Word of mouth is not acceptable.
- If you wish to cancel the bus during the term you will still be billed for the full term.
- Bookings for short periods of time (daily/weekly basis) are not accepted.
- Change of pick up/drop off destinations are not recommended; however, the College will assist when the matter is of significant urgency (i.e. medical reasons). If there is a pick up or drop off change, notification must be given to the office by the parent/guardian (please do not ask your child to notify the bus driver).
- If there are any changes to address and/or contact telephone numbers, please inform the office as soon as possible.