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|  | Coordinator Checklist |

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| **Page # in the User Guide /Policy /Link** | **Question** | **Completed** |
| **Y** | **N** |
| Pages 2 to 5 — PolicyPage 4 & 5 – User GuidePage 6 (coordinating school) – User GuidePage 9 (client school) – User Guide<http://www.education.vic.gov.au/school/principals/management/Pages/schoolbus.aspx> | Have I provided the correct information to the parent/ guardian? (Quick assessment against the criteria)Have I provided the correct form to the parent/guardian? |       |       |
| **Eligible**Traveller meets all criteria. | **Exempt**Traveller qualifies for an exemption to access the School Bus Program for free.If you are unsure please refer to your coordinating school for clarification. | **Ineligible**Traveller does not meet eligibility for free travel on the School Bus Program, but would like to access as a fare payer. |       |       |
| **Correct form**Form 1:‘Application for permission to travel – Eligible and Exempt Students’ | **Correct form**Form 1:‘Application for permission to travel – Eligible and Exempt Students’ | **Correct form**Form 2:‘Application for permission to travel – Fare Paying Students’ |
| Page 10 – User Guide | Has the parent/guardian completed all of the required information and have they and the student/s signed the form and agreed to the conditions of travel?**If not completed – DO not allow travel.** |       |       |
| Page 9 – User Guide | If I am a client school have I forwarded all applications to coordinating school for assessment? |       |       |
| Page 6 – User Guide | Coordinating school assess the application.Seek assistance from STU as required. |       |       |
| Page 6 – User Guide | Coordinating school to notify parents/guardians of students at coordinating AND client schools in writing (email is ok) of the outcome of students’ travel applications in a timely fashion. Coordinating school to notify the client school in writing (email is ok) of outcomes of the client school students’ applications. Client schools are to keep a record of the correspondence. |       |       |

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| **Page # in the User Guide /Policy /Link** | **Question** | **Completed** |
| **Y** | **N** |
| Page 7 – User Guide<http://www.education.vic.gov.au/school/principals/management/Pages/schoolbus.aspx> | Once offer of travel made, have I (coordinating school);**Eligible and Exempt Travellers*** Notified client school of students place on the bus
* Provided parents/ guardians with all of the required information?
* Conditions of travel
* Bus Timetable
* Bus departure times for all stops &
* ‘Procedures to be adopted in the event of breakdown, accident, bushfire or emergency’

**Ineligible (fare paying) Travellers*** Invoiced parent/ guardian/ traveller
* Provided ‘Conditions of Travel’
* Provided form 5a: ‘Written undertakings of alternative travel arrangements’

Once payment of fares has been made and the signed ‘Written undertakings of alternative travel arrangements’ has been returned, have I:* notified client school of students place on the bus?
* provided parents/ guardians with all of the required information? For example:
* bus timetable
* bus departure times for all stops and
* procedures to be adopted in the event of breakdown, accident, bushfire or emergency.
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| <http://www.education.vic.gov.au/school/principals/management/Pages/schoolbus.aspx#link54>Page 20 - User Guide | Do I/ should I have collected fares from fare paying travellers?Have I:* followed up with client schools for outstanding fares?
* received fares from client schools?
* recorded fares from travellers in CASES 21?
* completed the fare remittance advice form?
* processed payment for STU via CASES 21 and posted the cheque and remittance advice to STU?
* emailed a soft copy of the remittance advice to student.transport@edumail.vic.gov.au
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