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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 — Policy  Page 4 & 5 – User Guide  Page 6 (coordinating school) – User Guide  Page 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. |  |  |
| <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](mailto:student.transport@edumail.vic.gov.au) |  |  |