Text

Description automatically generatedStudents with Disabilities Transport Program Route Approval

The purpose of this document is to ensure that prior to the commencement of the new school year or the commencement of new contracts, specialist schools and bus operators have finalised transport arrangements, and are able to confirm the approved route for the contracted service(s).

The route approval process also provides for the coordinating school to confirm they have considered their responsibilities in coordinating student transport services.

Delays: Noting that the start of the school year is a busy period for all parties, where schools or bus operators are encountering difficulty in completing this process, the Department’s Student Transport Unit must be engaged prior to the school year commencing.

**Route Approval - ACTION**

This document is to be **completed by the bus operator** and sent to the school Principal for their endorsement. A bus operator will need to submit a Route Approval form for each school they provide services for.

Once completed by the bus operator and signed by the school Principal, the Route Approval form should be forwarded via email to: [student.transport@education.vic.gov.au](mailto:student.transport@education.vic.gov.au). Accompanying the form should be:

\*A **run sheet** for each contract (including student names, stop locations, stop times). Please ensure the run sheet includes the contract number and the arrival and departure times at the school. The run sheet may be taken from the electronic manifest system.

\*A **map** of the route. Where the facility exists, the map may be taken from the electronic manifest system.

**This Route Approval document is for the following School:**

|  |  |
| --- | --- |
| School Name and location (list each campus if required) |  |

**And relates to the following Approved Service(s):** (insert additional rows where required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bus Operator Business Name | Contract # | Service/route name | Run sheet attached (yes/no) | Route map included (yes/no) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Route Changes**

The Department actively discourages the disruption of students once a travel routine is established. However, bus timetables and travel routes are subject to change, particularly as students start and stop attending school.

To modify a bus route, Schools are required to make an application for the extension or variation of an existing service using ‘Form X’ located on the Department’s internet pages (or provided on request from the Student Transport Unit) and submit the completed form and supporting information to the Student Transport Unit.

Approval through the Form X process ensures bus services continue to comply with departmental policy and contracted agreements. Services are not to be adjusted unless approved through the Form X process.

**Disputed Route Approval**

Where agreement between a coordinating school and bus operator(s) cannot be reached on an approved route, the matter must be referred to the Department’s Student Transport Unit to review and reach a determination.

**Submission of the Route Approval Document**

Following submission of the completed form, the Student Transport Unit will counter sign the document and return to all parties, completing the annual Route Approval process.

**Roles and Responsibilities**

The roles and responsibilities of all parties are clearly outlined in the Students with Disabilities Transport Program Policy and Procedures June 2018. All parties are required to comply with the policy and any reasonable directions issues by Department of Education from time to time.

**Signatures and Endorsement**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Principal Name |  | | | | Bus Operator representative | |  |
| School |  | | | | Bus Operator/ Company | |  |
| Principal  Signature |  | | | | Signature | |  |
| Date |  | | | | Date | |  |
| Submitted to  Student Transport Unit | Yes |  | No |  | | Date Submitted |  |

|  |  |  |  |
| --- | --- | --- | --- |
| STUDENT TRANSPORT UNIT OFFICE USE ONLY | | | |
| Date received |  | Date Reviewed/Endorsed |  |
| Name  (DET Representative) |  | Date endorsed document returned to School |  |
| Signature  (DET Representative) |  | Date endorsed document returned to Bus Operator(s) |  |