

Form 3: Application for Permission to Travel – Post-secondary

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| This form is for post-secondary students and apprentices who are undertaking a further education or training course, accredited course of study or an approved course for the unemployed. Applicants who have had more than a two year break from full-time study must complete the General Public application (Form 4). |
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| Submit completed and signed form to the coordinating school | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Travel requested in: | | | | | | | Term: | | | Year: | | | | | | | | | | | | | | | | |
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| **TRAVELLER DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Name: | | |  | | | | | | | | | | | | Surname: | |  | | | | | | | | | | |
| Date of birth: | | |  | | | | | | | | | | | | | | Travel start date: | | | | | | |  | | | |
| Email: | | |  | | | | | | | | | | | | | | Telephone: | | | | | | |  | | | |
| **RESIDENTIAL ADDRESS** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Town/Suburb: | | |  | | | | | | | | | | | | | | | State: | | |  | | Postcode: | | |  | |
| **POSTAL ADDRESS** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Same as above | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Postal Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Town/Suburb: | | |  | | | | | | | | | | | | | | State: | | | |  | | Postcode: | | |  | |
| Name of education/training provider: | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Address of education/training provider: | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Does the traveller have a medical condition or other relevant medical assessment? If yes, please provide details. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Which days do you intend to use this service? (please use **X** to highlight) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MON |  | | | TUE | | | |  | | | WED | |  | | | THU | | |  | | | FRI | | | |  | |
| Emergency contact | | Name: | | | |  | | | | | | Relationship: | |  | | | | | | Telephone: | | | | |  | | |
| The coordinating school must obtain a verbal reference check prior to approving travel. Please provide the contact details of a referee: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Referee Name: | | | | |  | | | | | | | | | | | | | | | Telephone: | | | | |  | | |
| **PARENT/CARER DETAILS** (if traveller is under the age of 18) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Name: | |  | | | | | | | | | | Surname: | |  | | | | | | | Telephone: | | | |  | | |
| Email: | |  | | | | | | | | | | | | | | | | | | | | | | | | | |

## Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

**To ensure safe travel on school buses, passengers must agree to the following:**

* Not to play on the road at the bus stop or try to get on the bus before it has stopped.
* Make sure you and your belongings are inside the bus at all times.
* Not throw anything from a bus window or have anything hanging out a window.
* Place bags and other belongings in the allocated storage areas.
* Get on and off the bus quietly and in an orderly manner.
* Stay in your seat while the bus is moving and wear a seat belt where fitted.
* Not distract drivers with screaming, shouting or unruly behaviour.
* When you get off the bus only cross the road when the bus has left, and it is safe to do so.
* No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
* Travel on the bus service allocated to you, to and from your approved bus stop only; Do not change to one that will take you to a sports or social event.
* Wear a seat belt at all times (where fitted) except for getting on and off the bus.

**To ensure passengers are considerate to one another and their bus driver, they must agree to:**

* In the morning, arrive at the bus stop 10 minutes prior to departure.
* Not eat, drink, vape or smoke while on the school bus.
* Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
* Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
* Leave your bike in a safe and secure place if riding to the bus stop. The Department of Transport and Planning and the Department of Education are unable to accept responsibility for the safety of your bike.
* Behave appropriately and respectfully on a school bus at all times as behaving inappropriately places the safety and wellbeing of all on board at risk.

**Non-compliance with any of the above conditions may result in the following:**

* The driver will stop the bus.
* The offender’s name and full details of the breach will be recorded.
* The offender will be transported to school or to their normal drop off.
* The breach will be reported to the coordinating principal.
* The coordinating principal will take necessary action as outlined in the guidance below.
* In rare and exceptional circumstances where there is an immediate threat to student safety of the safe operation of the bus, and only as a last resort, drivers are authorised to eject passengers from a bus.

**Following the report of a relevant incident, the coordinating principal may take the action below:**

* First incident – verbal warning to traveller.
* Second incident – written warning to traveller.
* Third incident – one week suspension of traveller from school bus travel.
* Fourth incident – the traveller will not be allowed to travel on the school bus for the remainder of the term, year or an appropriate period determined by the coordinating principal.
* Adult passengers may have permission to travel revoked at any time at the discretion of the coordinating principal.

**A serious incident that endangers other passengers, bus staff or property will result in immediate suspension for a period determined by the coordinating principal.**

**Responsibilities of parents/carers (if applicant is under 18 years of age)**

* Parents/carers are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
* Parents/carers waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.

**School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.**

**It is understood that bus travel is provided and accepted on these conditions.**

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| **THE PASSENGER (AND PARENT/CARER IF UNDER THE AGE OF 18) MUST COMPLETE AND SIGN THIS FORM:**  I certify that:   1. All the above details are true and correct. 2. I will notify the principal in writing within 7 days of any change of address. 3. I agree to pay the costs of repairs or damage to the bus, or its replacement if destroyed, caused by my own actions. 4. I acknowledge that bus drivers are not medically trained and are not expected to perform any medical intervention. In the event of a medical emergency, the driver will call emergency services. 5. I consent to release the information in this form to Public Transport Victoria (PTV) to assist with planning for transport services. 6. I will notify the bus coordinator in writing if I no longer require transport assistance.   I understand that my permission to travel on the school bus service is subject to the following terms and conditions:   1. I may only travel where seating is available on the service after all students with prior rights have been accommodated. 2. I will make alternative arrangements if seating becomes insufficient after students with prior rights to travel are accommodated. 3. My continued access to the bus service will be subject to review at the end of each term. 4. I may not form a case or part of a case for the retention, extension or addition of services, or a route or timetable alteration, or the provision of a larger vehicle.   I acknowledge that the decision about whether I can travel on the school bus service is at the discretion of the coordinating principal and may be reviewed at any time in accordance with these terms and conditions.  I accept the authority of the coordinating principal regarding passenger discipline on the school bus service.  I agree to abide by the Conditions of Travel.  I understand that if I do not comply with the Conditions of Travel, it may result in me not being permitted to travel on the school bus service.  Passenger name (please print)  Passenger signature  Date  If passenger is under the age of 18:  Parent/carer name (please print)  Parent/carer signature  Date |

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| OFFICE USE ONLY | | | | | | | | | | | | | |
| Date Form Received | |  | | | | Received by (name) | | | | | |  | |
| Date Form Assessed | |  | | | | Form Signed? *Return to Applicant if not signed* | | | | | | Yes  No | |
| Does the applicant live at least 1.6km from suitable public transport? | | | | | | | | | | Yes  No | | | |
| Verbal reference checked? | | | | Yes  No | | | | | | | | | |
| Application Approved | | | | | | | | Application Declined | | | | | |
| Waitlisted? | Yes  No | | | | Has applicant been notified in writing of travel status? | | | | | | | | Yes  No |
| **BUS SERVICE DETAILS** | | | | | | | | | | | | | |
| **AM Bus Service (s)** | | | | | | | | | | | | | |
| Bus route allocated | | |  | | | | | | Bus operator | |  | | |
| Interchange details - if req. | | |  | | | | | | Bus operator | |  | | |
| Pick-up bus stop location | | |  | | | | | | Pick up time | |  | | |
| Drop off bus stop location | | |  | | | | | | Drop off time | |  | | |
| Seat number allocated | | |  | | | | | | Bus roll updated | | Yes  No | | |
| Comments: | | |  | | | | | | | | | | |
| **PM Bus Service (s)** | | | | | | | | | | | | | |
| Bus route allocated | | |  | | | | | | Bus operator | |  | | |
| Interchange details - if req. | | |  | | | | | | Bus operator | |  | | |
| Pick-up bus stop location | | |  | | | | | | Pick up time | |  | | |
| Drop off bus stop location | | |  | | | | | | Drop off time | |  | | |
| Seat number allocated | | |  | | | | | | Bus roll updated | | Yes  No | | |
| Comments: | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| School Bus Coordinator Name: | | | | | | |  | | | | | | |
| School Signature – Coordinating Principal / Delegate signature: | | | | | | |  | | | | | | |
| Date: | | | | | | |  | | | | | | |