

Form 9: Application for Variation or Extension of an Existing Route

# Guidelines for completing a variation or extension request

For all route extensions and variations, please ensure that appropriate consultation and communication has occurred with the school and broader School Bus Network community.

Please consider whether needs can be met by altering the bus stop (moving stop, additional stop, combining stops)

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| Date: |  | PLEASE ENSURE ALL PAGES ARE COMPLETED  Return the completed form and supporting documents to:  [student.transport@education.vic.gov.au](mailto:student.transport@education.vic.gov.au) |

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| **SERVICE DETAILS** | | | | | |
| Network name: |  | | | | |
| Coordinating school name: |  | | | | |
| Coordinating school address: |  | | | Postcode: |  |
| Coordinating principal: |  | | | Telephone: |  |
| Bus coordinator name: |  | | | | |
| Bus coordinator email: |  | | | Telephone: |  |
| Bus operator: |  | | | Telephone: |  |
| Route name: |  | | Contract Number: | |  |
| Is the network part of the School Bus Management System? | | Yes  No | | | |

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| **PURPOSE OF APPLICATION *(check the applicable box/s)*** | | | | | | | |
| **Route Extension** *(provide current and proposed km’s below)* | | | | | | | |
| Current route distance (kms): |  | | Proposed route distance (kms): | | | |  |
| **Route Variation** *(indicate variation reason below):* | | | | | | | |
| Altering direction of route | | Safety (requires operator report) | | | Operational Requirements (timetabling, travel times etc.) | | |
| **Network Variation** *(variation of two or more service/routes to meet network requirements)* | | | | | | | |
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| Please provide the date the variation/extension is required to become effective: | | | | | |  | |
| Can you confirm that at least 3 government students who are eligible for the School Bus Program (live more than 4.8km from their nearest school and at least 1.6km from public transport) and who live at least 2.4km from the nearest bus route, will benefit from the extension/variation? | | | | Yes  No | | *If no, please do not submit application. Reassess the application or contact the Student Transport Unit for assistance.* | |

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| **SUMMARY OF THE PROPOSAL** |
| Please provide a summary of what is required for the proposed extension/variation. |
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| Describe the current route (including left/right instructions of route, terrain, road surface(s), suitability of turning areas). A map of the current and proposed route must also be provided (see Supporting Documents on page 6). |
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| Is there any additional service information for the area (SBP in the same or neighbouring network and PT services)? |
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| What are the benefits of the proposed service (including the nature of the benefits and the number of students who will benefit)? Names of the benefitting students must be provided on page 3. |
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| What are the drawbacks of the proposed service (including the nature of the drawbacks and the number of students who will be disadvantaged) |
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| List any sections of the route that may present temporary or seasonal difficulties for use by a school bus |
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| If there is a timetable change, does this affect any connecting bus route/s and/or shuttles? i.e. will it result in missed connections? Will the other routes/shuttles require timetable changes? Please provide details of any required changes to connecting bus routes/shuttles. |
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| **CURRENT AND PROPOSED TIMETABLE FOR ROUTE – NON-SBMS SCHOOLS** | | | | | | | | | | | | | | |
| **NON-SBMS[[1]](#footnote-2) SCHOOLS ONLY:** Please complete the following timetable with the **current** and **proposed** bus stops and times for the route | | | | | | | | | | | | | | |
| **CURRENT AM** | | | | | | | | **PROPOSED AM** | | | | | | |
| Stop No. | Stop Address | | | | | | Time AM | Stop No. | Stop Address | | | Time AM | | |
| 0 | Bus depot | | | | | |  | 0 | Bus depot | | |  | | |
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| **CURRENT PM** | | | | | | | | **PROPOSED PM** | | | | | | |
| Stop No. | | Stop Address | | | | | Time PM | Stop No. | Stop Address | | Time PM | | | |
| 0 | | School | | | | |  | 0 | School | |  | | | |
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| **CURRENT AND PROPOSED BUS STOPS FOR ROUTE – SBMS SCHOOLS** | | | | | | | | | | | | | | | | |
| **SBMS SCHOOLS ONLY:** Please print the current timetable from SBMS and complete the following table for proposed new stops only: | | | | | | | | | | | | | | | | |
| **PROPOSED NEW STOPS – AM** | | | | | | | | | | | | | | |
| Bus Stop Sequence No. | | | | Bus Stop Latitude | | Bus Stop Longitude | Bus Stop Description | | | | Proposed Time AM | | | |
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| **PROPOSED NEW STOPS – PM** | | | | | | | | | | | | | | |
| Bus Stop Sequence No. | | | | | Bus Stop Latitude | Bus Stop Longitude | | Bus Stop Description | | | | Proposed Time PM | | |
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| **STUDENTS BENEFITTING OR AFFECTED BY THE VARIATION/EXTENSION** | | | | | | | | |
| Please enter the details of the student/s who be benefit from this route variation/extension and any existing students affected by it.  At least 3 eligible government students must benefit for a route alteration to be considered. | | | | | | | | |
| **First Name** | **Last Name** | **Student Address** | **DOB** | **Year Level** | **School enrolled at** | **Attending nearest School? (Yes/No)** | **Distance to Current Bus Stop  (km)** | **Distance to Proposed Bus Stop (km)** |
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| **SUPPORTING DOCUMENTS** | | |
| The following supporting documents must be submitted with this application: | | |
| **Document** | **Description** | **Submitted** |
| School council endorsement | Please attach a copy of the school council resolution endorsing the extension or variation of the existing bus route. | Yes |
| Municipal engineer endorsement | Please attach a certificate/letter from the local Council/Shire stating the roads to be used are suitable and safe to operate a school bus in all weather conditions. This is only required where proposed travel is on roads that are not A, B, C or M class roads | Yes  N/A |
| Map of current and proposed bus route and (if Network variation) a complete network map and proposed network map | If required, please contact your Department of Transport and Planning contract manager to obtain the most current route map. The proposed route can be mapped using online mapping (e.g. Google Maps) or another tool | Yes |
| Completed bus roll | Applications for variation or extension will only be considered if an up-to-date bus roll (for the entire network) is supplied.  For the Student Transport Unit approved bus roll template visit: <https://www.education.vic.gov.au/PAL/school-bus-program-bus-roll-template.xlsx> | Yes |

1. School Bus Management System [↑](#footnote-ref-2)