

## Information for Parents/Carers of School Bus Travellers

### APPLYING FOR SCHOOL BUS TRAVEL

A potential school bus traveller must complete 2 application forms prior to travel commencing. A Bus Travel Assistance Form (BTA) and an Eligible Student Travel Application Form. These are available from FNQ Bus Lines' office at 19 Sawmill Road Mossman, or can be downloaded from our website at [www.fnqbuslines.com.au](http://www.fnqbuslines.com.au). **These forms must be returned to FNQ Bus Lines' office for processing, prior to travel commencing.** It is important to read the criteria for eligible travel, located on the back page of the BTA Form, or from the FNQ Bus Lines' website. You are welcome to call our office on 4098 2380 if you have any questions.

### ACCEPTANCE OF BUS TRAVEL ASSISTANCE

Queensland Transport is the authorising body for acceptance of School Bus Travel Assistance and eligible travel for students. When FNQ Bus Lines is notified by Queensland Transport a student's application is successful, an official bus pass will be issued from FNQ Bus Lines' office. This pass is in the form of a plastic card, noting the student name, bus route and school of enrolment. The student is required to show this pass each time they travel on their designated school service. **This Bus Pass is only valid on the student's regular service and CANNOT BE USED ON ANY OTHER SCHOOL SERVICE.** The initial Bus Pass is issued at no cost, however lost or damaged cards must be replaced at the student's own expense of \$12.00 per card. Please contact FNQ Bus Lines' office if a replacement card is required.

### CHANGE OF SCHOOL OF ENROLMENT

New BTA and Eligible Student Travel Application Forms must be completed if a student changes their school of enrolment. This includes a change from Primary School (Year 6 into Year 7) to Secondary School (Year 7 – 12). Any student who repeats Year 12 must also reapply for Bus Travel Assistance.

### CHANGE OF ADDRESS

If a student moves residential address, (even if in the same street or area) following acceptance to travel on a School Service, they must reapply for eligible travel. A new BTA and Eligible Student Travel Application Forms must be completed and returned to FNQ Bus Lines' office as soon as possible.

### 6 MONTHLY QUEENSLAND TRANSPORT REVIEW OF STUDENTS TRAVELLING ON OUR SCHOOL BUS RUN SERVICES

Every 6 months, we as Operators are required to conduct a review of students travelling on all our school bus run services. If a student has moved to a new residential address even within the same street and/or suburb or changed school of enrolment, and you have not notified Queensland Transport and FNQ Bus Lines, the student will not be registered to travel and must pay the appropriate fare. You are required to re-apply to Queensland Transport for Bus Travel Assistance each time a move occurs. It is your responsibility to notify the school of enrolment, Queensland Transport and FNQ Bus Lines of any changes to the student's travel details.

## Eligible Student Travel Application Form

Student Surname/s			
Student First Name/s			
School Attending			
School Year Level (in 2017)			
Date of Birth			
Postal Address			
Residential Address			
Email Address			
Parent / Guardian Name			
Parent / Guardian Contact Ph	Home:	Work:	Mobile:
Alternate Contact & Ph			

An eligible traveller is a student who has completed a Bus Travel Assistance Form which has been verified by Queensland Transport (QT). Eligible travellers will be issued with an official FNQ Bus Lines School Bus Pass, in the format of a plastic card, when QT has notified us of their eligibility to travel. Bus passes show the student's name, school of enrolment and eligible bus route. **This bus pass cannot be used on another school bus route. Students must present this bus pass every time they board an FNQ Bus Lines vehicle and when requested by the driver. Students who do not have an official FNQ Bus Lines bus pass will incur the appropriate fare to the specific bus route.** Students who change from their regular bus route are considered to be a fare paying traveller and will incur the appropriate bus fare. The initial official FNQ Bus Lines bus pass is issued at no cost to the student, however **lost or damaged cards must be replaced at the student's own expense. Replacement cards are available at FNQ Bus Lines' office at \$12.00 per card.** All cards remain the property of FNQ Bus Lines and MUST be returned to FNQ Bus Lines Office when your child/ren ceases to travel on FNQ Bus Lines' school bus route. All unreturned/lost bus passes will incur a \$12.00 replacement cost. In the event your child/ren move and subsequently change school bus routes, the initial bus pass must be returned and a new bus pass, which collates with the new bus route, will be issued. Any child/ren found to be behaving in a dangerous and/or destructive manner, **will be refused future travel.** In this event, the Parent/Guardian will be held accountable for any vandalism or malicious damage caused by their children (per Code of Conduct for School Bus Travel).

### CONDITIONS OF TRAVEL – SCHOOL RUNS

- Queensland Transport Code of Conduct must be adhered to (available on website [www.translink.com.au](http://www.translink.com.au))
- **All students are required to wear the fitted seatbelts for the duration of travel. Under Australia Law STUDENTS WHO CONTINUALLY DISOBEY THIS REGULATION WILL BE REFUSED TRAVEL**
- Food and drink is at the discretion of the driver and can be withdrawn at any time if students do not respect this privilege
- Students are required to be at the pickup point at **least 5 minutes prior to the scheduled departure time. (The coach cannot be delayed at any point waiting for late students)**
- Any student found wilfully vandalising or damaging a vehicle will be immediately refused travel on this service - parents/guardians will be responsible for the full cost of the repair of any damage

I, \_\_\_\_\_ understand and agree to the above conditions of travel and take full responsibility for my child/ren on the service.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
Route Number: _____	Date Received: _____	Date Processed: _____
Bus Pass issued: _____	On Manifest: _____	BTA on File: _____