



# Bus Policy and Procedures

2021



## The Kilmore International School

40 White Street, Kilmore, Victoria, 3764

W [kilmore.vic.edu.au](http://kilmore.vic.edu.au)

T +61 3 5782 2211

E [enquiries@kilmore.vic.edu.au](mailto:enquiries@kilmore.vic.edu.au)

ABN 21 083 505 131 CRICOS 00671E

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# Bus Service Code of Conduct

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This service is provided for students attending The Kilmore International School (TKIS). The bus service is administered by TKIS and has been contracted to Seymour Passenger Services Pty. Ltd trading as Seymour Coaches (Seymour Coaches).

## Responsibilities of parties involved in the Bus Service:

### Bus Company- Seymour Coaches

1. Provide safe buses with adequate seating capacity to service the contracted bus routes.
2. Engage appropriately qualified and suitable personnel to drive school buses.
3. Liaise with TKIS on any matters of concern

### Bus Drivers

1. Drive buses safely and reliably.
2. Drive students to and from their designated pick-up places and respective schools. Drivers will not allow undesignated drop-offs. Drivers will not evict students on route as a punishment.
3. Be conscious of passengers' conduct and the safety of their buses. To report misconduct to the manager of the bus company who will refer it, in writing, to TKIS.
4. Ensure that students board and leave buses safely.
5. Treat students fairly, reasonably, consistently and responsibly.
6. Do not carry unauthorised people or goods

### Parents & Guardians

1. Ensure that your children arrive at designated bus stops at least five minutes before the bus's scheduled departure time to avoid delays.
2. Inform the School if your child will not be on the bus. For planned absences, please email [bus@kilmore.vic.edu.au](mailto:bus@kilmore.vic.edu.au) or contact Reception on 5782 2211 with the times and dates. For unplanned absences, please call Reception on 5782 2211.
3. Ensure that your children board and leave the bus safely. Students must wait until the bus has stopped before boarding or leaving. They should queue at their stop. On leaving the bus, students should wait on the same side of the road until the bus departs and not try to cross the road until they have full vision in both directions.
4. Do not chase the bus in the family car. Drivers will only stop at designated stops.
5. Anyone who cuts off a bus to force it to stop will be reported to the Principal.
6. If students miss the bus, parents or guardians must arrange alternative transportation.
7. When waiting for a bus, parents or guardians should park on the same side of the road as the bus but not in bus bays.
8. Parents or guardians should promptly collect children from stops.
9. Parents or guardians must respond promptly to correspondence from the school, especially when it concerns new routes being devised for new semesters or the start of the following year.

10. The Bus Coordinator should be contacted in the first instance regarding concerns about the bus service, bus company or bus driver

### **Students**

Use of the TKIS bus service is a privilege not an automatic right, and, therefore, the following responsibilities must be met:

#### Please do not:

1. Talk loudly, chant, call out, throw objects or create any disturbance that would distract the driver.
2. Eat or drink on the bus, unless a written medical reason from a qualified practitioner is given to the school.
3. Put any part of your body out windows, throw anything, call out or make inappropriate comments or gestures from the windows.
4. Put feet on seats.
5. Damage or vandalise the bus. All damage must be paid for by student families.
6. Bring dangerous substances or objects onto the bus.
7. Harass, intimidate or victimise others on the bus including the driver.
8. Become involved in verbal or physical fights on the bus.
9. Distract the driver especially while the bus is moving.

#### Please do:

10. Arrive at the bus stop at least five minutes before the scheduled departure time to avoid delays.
11. Remain in your designated seat for the entire journey.
12. Place rubbish in bins provided.
13. Act as a positive role model to fellow bus passengers, especially younger students.
14. Obey any instructions from the bus driver relating to safe bus travel - the driver has ultimate responsibility for ensuring the safety of passengers and his/her directions must be followed.
15. wear seatbelts when fitted to comply with road laws

### **Consequences for breaches of the Bus Service Code of Conduct**

Student misbehaviour on buses can seriously jeopardise the safety of those on board and other road users. Consequences for misbehaviour will be consistently and strictly imposed.

1. For minor infringements, a verbal warning will be given and recorded by the driver.
2. If any further minor misconduct occurs within a term, the driver will notify the bus company in writing, with details of the misconduct. This will be passed on to TKIS who will in turn contact the parent or guardian, advising that a further infringement may incur an official suspension from bus travel.
3. An immediate official suspension from bus travel will occur in the case of serious misconduct such as harassment, fighting, disobeying driver's instructions, actions that jeopardise safety etc.
4. Where there is continued misconduct and/or where the seriousness of the misconduct warrants, the Principal will issue an official notice that the student will no longer be permitted to use the bus service.

# Bus Stop Locations

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School bus stops will be in locations where it is safe for students to wait or be left, where it is safe for the bus to stop and where it is safe for the students to board and alight the bus. There will be no deviation from designated stops unless prior approval has been reached between all parties concerned.

The designated bus stops are listed on the timetable in Appendices 2-4.

Students should be ready and waiting at their bus stop prior to the scheduled arrival of their school bus.

## Arrival and Departure Times

The bus should start its run at the designated time.

The bus should normally arrive at the school within 10 minutes of the indicated arrival time. The bus should depart from the school within 10 minutes of the indicated departure time.

## Emergency Closing and Inclement Weather

In the event of adverse weather conditions, Code Red Warnings, bushfires, traffic accidents, and road closures etc., it shall be the shared responsibility of TKIS and Seymour Coaches to decide whether the bus runs or any alternative bus route is taken.

Depending on when the situation arises, emergency contacts listed on the bus forms will be contacted, either by TKIS or the bus driver to advise of the emergency and possible alternative bus route.

*It is imperative that TKIS is advised of any changes to emergency contact details.*

## Bus Application

The 2021 Bus Application can be completed on Operoo via your forms Library.

# Bus fee 2021

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## Appendix 1

Please note, the buses are run on a cost-recovery basis. Fees are reviewed annually.

Pick up/Drop off location	Price per student	Additional child
Mernda/Whittlesea	\$2,625.00	\$1000.00
Upper Plenty	\$2,220.00	\$1000.00
Wallan/Hidden valley	\$2,070.00	\$1000.00

Pick up/Drop off location	Price per student	Additional child
Gisborne	\$3,090.00	\$1000.00
Woodend	\$2,910.00	\$1000.00
Romsey	\$2,655.00	\$1000.00
Lancefield	\$2,275.00	\$1000.00

Pick up/Drop off location	Price per student	Additional child
Craigieburn	\$2,625.00	\$1000.00
Mt Ridley	\$2,400.00	\$1000.00
Merrifield/Cloverton/Mandalay	\$2,220.00	\$1000.00

# Mernda/Whittlesea (MW) School Bus Timetable 2021

## Appendix 2

Pick up location	Pick up time	Drop off time	Drop off time	Drop off location
<b>Bus Stop:</b>	<b>AM</b>	<b>PM</b>	<b>PM</b>	
		<b>(M-TH)</b>	<b>(Friday)</b>	
<b>Mernda Train Station</b>	7.22am	5.25pm	4.40pm	Mernda Train Station
<b>Schotters Road – Opposite house number 156 in the pull off area</b>	7.25am	5.20pm	4.35pm	Schotters Road bus bay near house number 156
<b>Whittlesea Primary School</b>	7.33am	5.15pm	4.30pm	PTV stop opposite Whittlesea Primary School
<b>Upper Plenty Primary School</b>	No Pick Ups	5.03pm	4.18pm	Upper Plenty Primary School
<b>PTV Stop – High Street, Wallan opposite Hadfield Park</b>	7.50am	4.58pm	4.13pm	PTV Stop Hadfield Park
<b>Hidden Valley - Cnr Valley Drive &amp; Lookout Rise.</b>	7.55am	4.53pm	4.08pm	Hidden Valley - Cnr Valley Drive & Lookout Rise.
<b>Hidden Valley - At the Bus shelter near the entrance to the Golf Course</b>	8.00am	4.50pm	4.05pm	Hidden Valley - At the Bus shelter near the entrance to the Golf Course.
<b>Arrive at/Depart TKIS</b>	8.20am	4.35pm	3.50pm	

### Important points to note:

- The above listed locations will be the **ONLY** locations the bus will pick up/drop off.
- Pick up and drop off times may vary due to traffic and road conditions.
- Please ensure students are at the bus stop five minutes prior to scheduled pick up time, **the bus will not wait past the time specified on the timetable.**
- Bus stop locations and times may change due to changes in school enrolments. Families will be advised if this occurs.
- Please notify the School on **5782 2211** or via e-mail to [Bus@kilmore.vic.edu.au](mailto:Bus@kilmore.vic.edu.au) if your student is not travelling on the bus.
- Alterations to bus stop locations will only occur with the approval of Seymour Coaches and the Business Manager and after a safety review by appropriate personnel.

Students that do not have a completed application form on record at TKIS, and bus fees paid, will not be permitted to travel on the bus.

# Gisborne/Woodend (GW) School Timetable 2021

Pick up location	Pick up time	Drop off time	Drop off time	Drop off location
Bus Stop	AM	PM (M-TH)	PM (Friday)	
Gisborne Aquatic Centre 6 Aitken Street	7.05am	5.50pm	5.00pm	Gisborne Aquatic Centre 6 Aitken Street
Woodend - Victoria Hotel Cnr High & Urquhart Street	7.25am	5.31pm	4.41pm	Woodend - Chinese Restaurant, High Street
Romsey - Bus shelter (opp St Mary's Primary School)	7.50am	5.00pm	4.10pm	Romsey – Thrifty Link Hardware (cnr Main St & Barry St)
Lancefield - bus shelter (near Police Station) Romsey Lancefield Road	8.00am	4.50pm	4.00pm	Lancefield -bus shelter Eastside Romsey Lancefield Road
Arrive at / Depart TKIS	8.25am	4.35pm	3.45pm	

## Important points to note:

- The above listed locations will be the **ONLY** locations the bus will pick up/drop off.
- Pick up and drop off times may vary due to traffic and road conditions.
- Please ensure students are at the bus stop five minutes prior to scheduled pick up time, **the bus will not wait past the time specified on the timetable.**
- Bus stop locations and times may change due to changes in school enrolments.
- Please notify the school on **5782 2211** or e-mail [Bus@kilmore.vic.edu.au](mailto:Bus@kilmore.vic.edu.au) if your student is not travelling on the bus.
- Alterations to bus stop locations will only occur with the approval of Seymour Coaches and the Business Manager and after a safety review by appropriate personnel.

Students that do not have a completed application form on record at TKIS, and bus fees paid, will not be permitted to travel on the bus.



# Craigieburn (CB) School Bus Timetable 2021

## Appendix 4

Pick up location	Pick up time	Drop off time	Drop off time	Drop off location
<b>Bus Stop</b>	<b>AM</b>	<b>PM</b> <b>(M-TH)</b>	<b>PM</b> <b>(Friday)</b>	
<b>Hanson Road (Grand Boulevard end) PTV Bus Stop</b>	7.15am	5.40pm	4.45pm	Hanson Road (Grand Boulevard end) PTV Bus Stop
<b>Hanson Road (Craigieburn Road end) PTV Bus Stop</b>	7.17am	5.38pm	4.43pm	Hanson Road (Craigieburn Road end) PTV Bus Stop
<b>Craigieburn Central PTV Bus Stop</b>	7.23am	5.32pm	4.37pm	Craigieburn Central PTV Bus Stop
<b>Central Park Avenue (Roundabout)</b>	7.24am	5.31pm	4.36pm	Central Park Avenue (Roundabout)
<b>Waterview Boulevard (Dawhinnie Crescent)</b>	7.25am	5.30pm	4.35pm	Waterview Boulevard (Dawhinnie Crescent)
<b>Waterview Boulevard (Grevillea Crescent)</b>	7.26am	5.29pm	4.34pm	Waterview Boulevard (Grevillea Crescent)
<b>Newbury Boulevard (Brookfield Boulevard)</b>	7.28am	5.27pm	4.32pm	Newbury Boulevard (Brookfield Boulevard)
<b>Newbury Boulevard (Woodford Street)</b>	7.29am	5.26pm	4.31pm	Newbury Boulevard (Woodford Street)
<b>Balmain Road (Merrifield)</b>	7.39am	5.16pm	4.21pm	Balmain Road (Merrifield)
<b>Mandalay Circuit (Poets Mews Park)</b>	8.01am	4.54pm	3.59pm	Mandalay Circuit (Poets Mews Park)
<b>Arrive at / Depart TKIS</b>	8.20am	4.35pm	3.40pm	

Important points to note:

- The above listed locations will be the **ONLY** locations the bus will pick up/drop off.
- Pick up and drop off times may vary due to traffic and road conditions.
- Please ensure students are at the bus stop five minutes prior to scheduled pick up time, **the bus will not wait past the time specified on the timetable.**
- Bus stop locations and times may change due to changes in school enrolments.
- Please notify the school on **5782 2211** or e-mail [Bus@kilmore.vic.edu.au](mailto:Bus@kilmore.vic.edu.au) if your student is not travelling on the bus.
- Alterations to bus stop locations will only occur with the approval of Seymour Coaches and the Business Manager and after a safety review by appropriate personnel.

Students that do not have a completed application form on record at TKIS, and bus fees paid, will not be permitted to travel on the bus.

Date: 15/01/21

Date for review: 30/11/21