

# Application for Bus Travel

Please submit one application per household

Student's Name	School Attending	Yr Level	Office Use Only	
			E/I	Bus Service

**Student's Residential Address:**

Unit \_\_\_\_ Street No. \_\_\_\_\_ Street Name \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

**Postal Address:**

Same as Residential Address

PO Box \_\_\_\_\_ Town / Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

**Or**

Unit \_\_\_\_ Street No. \_\_\_\_\_ Street Name \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

**Parent/Caregiver:**

Name of Parent/Caregiver \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

- The details provided above are accurate.
- I have read and accepted the conditions associated with using the Department for Education bus service which are on page 2 of this application.

Signature \_\_\_\_\_  
Parent/Caregiver

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE NOTE: Families will be charged a non-refundable administration fee of \$20 incl. GST for each student listed on this application.**  
**Return completed forms to [BusApplications@cornerstone.sa.edu.au](mailto:BusApplications@cornerstone.sa.edu.au) for processing.**

## Conditions of Bus Travel

### Approval to use the bus:

All students require written approval from the Principal of Mount Barker High School (or nominee) **BEFORE** using Department for Education bus services in the Mount Barker area.

### When a change of bus is required

The Department for Education bus coordinator at Mount Barker High School reserves the right to change a student's bus in the event of bus capacity being exceeded or a bus route being changed.

### Overcrowded bus

In the event of bus becoming overcrowded with students who are priority 1 for travel, all students with a lower priority of eligibility will be informed and their permission to travel will be withdrawn.

### Bus Rules:

When travelling on the bus all school rules apply as well as the following:

- Sit in the seats provided
- Promptly follow the directions of the driver
- The whole of your body must remain within the bus i.e. no part of the body to protrude from the windows
- Nothing is to be thrown in or out of the bus
- Student behaviour must be such that the bus driver can concentrate on driving safely
- Wait for the bus to become stationary before getting on or off the bus
- Only eat or drink on the bus if approved by the driver. Keep the bus free of litter
- Be at the bus stop at least 5 minutes before the scheduled departure
- All students must be seated whilst travelling and use the same seat throughout the year unless otherwise directed
- Please advise the driver if you wish to get off/on at a different stop temporarily
- Use appropriate language at all times
- Be positive when (and if) interacting with the public
- Avoid any damage to the bus or other student's property.

### Penalties for Breaches of Rules:

Breaches of rules can result in suspension from the bus services.

### Changing Buses:

If a student wishes to permanently change buses, a new application form is required.

The new place of residence will need to meet the required criteria for the student to remain eligible to use a Department for Education bus to Cornerstone College.

### A Temporary Change:

If a student needs to temporarily change to an alternative bus route, then a note or email from the parent/caregiver is required at least 24 hours beforehand. A bus pass will be issued only if there is room on the alternate bus service.

### Not using the bus in the afternoon:

If a student is not going home on the bus, the student must inform the bus driver in the morning.

### Ceasing to use a bus:

If you no longer require the use of the bus service, please email [BusApplications@cornerstone.sa.edu.au](mailto:BusApplications@cornerstone.sa.edu.au).

### Change of stop:

Any temporary change of stop requires a note to the bus driver. If the change is to be permanent, the bus coordinator at Cornerstone College must be notified in writing to [BusApplications@cornerstone.sa.edu.au](mailto:BusApplications@cornerstone.sa.edu.au).

### Use of the bus:

Students must use the bus regularly to maintain eligibility to travel on the bus (more than 50% of the time).