

Peregian Beach College

Transport Service Policies 2024

1. Eligibility and Registration

- Only students registered for travel through a RollCall account are eligible to use the College's transport services.
- Parents/guardians must book all travel via their RollCall account.
- Failure to book before travelling will incur an additional 50% of the fare charged to your Rollcall account.
- Students must have a RollCall tag to travel.
- Failure to cancel a booking 2 hours or more in advance of the trip will result in a charge of 100% of the full fare, plus a \$4.00 fee.
- Buses will depart the College no sooner than 10 minutes after the end of the school day unless all students that are booked have tagged on to the correct bus and are seated appropriately.
- Students that have not tagged on to the correct bus after 15 minutes after the end of the school day may be left behind at the College. It is the parent/guardian's responsibility to collect the student from the College in this instance.

2. Punctuality

- Students must arrive at their designated bus stop at least 5 minutes before the scheduled pickup time.
- If no student is booked onto a bus from a particular bus stop, the bus will continue travelling to the next booked student
- The bus will then wait at the bus stop until the designated pickup time before travelling onto the next booked bus stop.
- The College is not liable for arranging alternative travel arrangements should a student be booked onto a bus and not be present at the appropriate bus stop at the appropriate time.

3. Pick-up and Drop-off Procedures

- Students will only be picked up and/or dropped off at designated bus stops the student has been booked for. Changes to bus stops must be amended via the parent/guardian's RollCall account.
- Students in Years Prep to 4 must be met at the bus stop by a parent or guardian. If a parent/guardian is not at the appropriate bus stop to collect the student, the student will remain on the bus for the remainder of the scheduled route and return to the College. Parents/guardians will be contacted to arrange pick-up directly from the College.
- Students in Years 5 and 6 may exit the bus without a parent/guardian present should they have written permission from a parent/guardian and has been approved by the Head of College.
- Students in Year 7 and above are permitted to exit the bus independently.

4. Safety on the Bus

- All students must remain seated and wear their seat belts at all times throughout the journey. Failure to wear a seatbelt is classified as dangerous behaviour under the *Queensland Code of Conduct for Students Travelling on School Buses*. Repeated violations may result in a permanent travel ban.
- Standing, moving around, or switching seats while the bus is in motion is prohibited.
- Students are expected to keep their feet off the seats.
- Tampering with emergency exits or bus equipment is strictly forbidden and may result in disciplinary action by the College.
- Misconduct such as shouting, rough play, distracting the driver, or throwing objects, including food, is not allowed and may result in disciplinary action by the College.

5. Behaviour and Conduct

- Students must always follow the instructions of the Bus Driver.
- Bullying, inappropriate language, or harassment of any kind will not be tolerated and may result in disciplinary action by the College.
- Eating and drinking (except water) are not permitted on the bus unless in the case of a medical condition advised to the College by a parent/guardian.
- Littering is prohibited.
- Chewing gum is forbidden. Violations may lead to indefinite suspension from bus services.
- Any damage caused to the bus by a student may result in the parent/guardian being liable for such damages and may also result in disciplinary action by the College.

6. Emergency Procedures

- In the event of an emergency, students must follow the driver's instructions.
- Emergency exits should only be used when instructed by the driver or in the case of an emergency where the driver is incapable of providing instruction.
- Parents will be notified as soon as reasonably possible in the event of accidents, incidents, or delays.

7. Health and Hygiene

- Parents are responsible for arranging alternative transportation where a student is showing signs of illness until the student is well, or remain absent from school where required.

8. Inclement Weather and Unexpected Delays

- Transport services may be delayed or cancelled due to inclement weather (e.g., heavy rain, storms, flooding). Parents/guardians will be notified as soon as reasonably possible.
- The Bus Driver or the College will make every effort to notify parents/guardians if significant delays are anticipated.

9. Parental Responsibilities

- Parents/guardians must ensure their child understands and complies with all Transport Policies.

- Any concerns or complaints regarding the transport service should be directed to the Transport Coordinator, not the Bus Driver. Should a parent/guardian wish to make a formal complaint, this process is available on the College website.
- Parents/guardians are prohibited from requesting Bus Drivers make changes such as altering stops or routes. Any such requests must be directed to the Transport Coordinator.
- All cancellations must be made through the parent/guardian RollCall account, not by contacting the Bus Driver or Transport Coordinator directly.

10. Disciplinary Action

- Failure to follow these policies may result in warnings, suspension, or permanent removal from PBC Transport Services and may include disciplinary action by the College.
- The College reserves the right to revoke access to Transport Services to students who repeatedly fail to follow Transport Services Policies.