



Bus Application Form

Year	2026	Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED
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APPLICANT DETAILS									
RESIDENTIAL ADDRESS									
Unit #		Street #		Address					
Town/Suburb					State		Postcode		
PARENT/GUARDIAN DETAILS									
First Name				Surname				Telephone	
First Name				Surname				Telephone	
Email									
TRAVELLER DETAILS									
Student one									
First Name				Surname				Travel start date	
Campus									
Which days do you intend to use this service? (please use X to highlight)							Usage: Full Time / Casual		
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
Student two									
First Name				Surname				Travel start date	
Campus									
Which days do you intend to use this service? (please use X to highlight)							Usage: Full Time / Casual		
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
Student three									
First Name				Surname				Travel start date	
Campus									
Which days do you intend to use this service? (please use X to highlight)							Usage: Full Time / Casual		
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
BUS SERVICE DETAILS									
AM Bus Route / Stop Details									
Bus route name					Bus stop name				
PM Bus Route / Stop Details									
Bus route name					Bus stop name				
OFFICE USE ONLY									
Date form submitted									
Manual Roll Updated				Synergetic Tag List				Roll Call Stops Allocated	
RollCall Bus Fee Updated				Roll Call Tag No				Misc.	



Bus Expectations

When travelling on the bus, students must ensure they behave in accordance with the Student Code of Conduct.

PARENT/GUARDIAN TO COMPLETE:

I/We certify that:

1. All the above details are true and correct.
2. Agree to abide by the bus expectations
3. Understand that the first bus tag is at no cost and all replacement tags will be charged at \$25.
4. If my child is enrolled in Prep to Year 6, a parent/guardian will be present at the bus stop every day at the time of the bus departure and arrival.
5. Agree to discuss the 'Bus Travel – Student Code of Conduct' with my child(ren), also available on our College website Parent Centre:
<https://heathdale.policyconnect.com.au/module/223/page/29ac79e4-a776-4fed-9b47-10c6ef73f448.md>
6. Agree that the College reserves the right to charge an administration fee if my child(ren's) are brought to after school care when not picked up on time at their designated bus stop. This fee will be determined by the College on case-by-case basis, which reflects the time and cost involved with each incident.
7. Understand that the College has a duty of care and may enrol my child(ren) in Outside Hours School Care.
8. Agree to register my Primary-aged child in the College's Outside Hours School Care to ensure they are adequately cared for in an emergency.
9. Bus Cancellation Policy (Full-Time Traveller): Parents must notify the College in advance during a non-term period if the service is not required for Full-Time Travellers for the following term. If parents fail to provide the given notice period, they will be charged for the full-time fee for the following term.

It is understood that bus travel is provided and accepted on the conditions and expectations outlined in this application.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

Once form is completed, please email to: buscoordinator@heathdale.vic.edu.au