

**TR701  
RTO**

**APPLICATION TO TRAVEL  
ON A SCHOOL BUS**



**STUDENT DETAILS**

Where space capacity is available on a school bus, young people (5-21 years of age) attending approved registered training organisation (RTO) training programs and who reside more than 4.8km from that RTO can be granted access to free travel. Approval to travel can only be given for one semester at a time and renewal is subject to continuing spare capacity on the school bus service.

| SURNAME | GIVEN NAME | DATE OF BIRTH | SCHOOL ENROLLED AT | CURRENT YEAR LEVEL |
|---------|------------|---------------|--------------------|--------------------|
|         |            |               |                    |                    |

|                     |  |        |
|---------------------|--|--------|
| RESIDENTIAL ADDRESS |  | PHONE  |
|                     |  | MOBILE |
| EMERGENCY CONTACT 1 |  | PHONE  |
| EMERGENCY CONTACT 2 |  | PHONE  |

| EXACT DISTANCE BY SHORTEST PRACTICAL ROUTE                                    |                           | NAME OF PARENT OR GUARDIAN (Please Print) |
|---|---------------------------|---|
| BUS STOP TO SCHOOL _____ KM   | HOME TO BUS STOP _____ KM | DATE:                                     |
| HOW MANY DAYS DO YOU INTEND TO USE THE BUS SERVICE PER WEEK? EG: 4 DAYS = 4/5 |                           |   |
| _____ /5  |                           |   |
| IF NUMBER OF DAYS IS LESS THAN FIVE PLEASE INDICATE DAYS TRAVELLING           | MON                       | TUE WED THU FRI                           |

PLEASE ILLUSTRATE YOUR ACTUAL ADDRESS. A SIMPLE SKETCH IS REQUIRED SHOWING THE LOCATION OF YOUR HOME, INDICATING THE NAME OF YOUR ROAD/STREET AS WELL AS THE NEAREST INTERSECTION WITH THE DISTANCE OF YOUR HOME TO THE NEAREST INTERSECTION.

*SKETCH HERE: (If possible indicate the name of the bus route and show the nearest stop)*

| ELIGIBILITY CRITERIA (OFFICE USE ONLY) |              |                |                 |              |                |
|--|--------------|----------------|-----------------|--------------|----------------|
| DATE TR701 RECEIVED                    | MAP RECEIVED | NEAREST SCHOOL | MORE THAN 4.8km | VCE APPROVAL | GM'S EXEMPTION |
|  |              |                |                 |              |                |
| APPROVED<br>NOT APPROVED               | SIGNATURE:   |                | POSITION:       |              | DATE:          |

| BUS DETAILS FOLLOWING APPROVAL |            |                         |             |          |
|--------------------------------|------------|-------------------------|-------------|----------|
| BUS COMPANY                    | ROUTE NAME | AM PICK UP              | PM DROP OFF | BUS STOP |
| BUS COMPANY NOTIFIED:          |            | COMMENCEMENT OF TRAVEL: |             |          |
| DATE:                          |            | DATE:                   |             |          |

# BUS SAFETY REQUIREMENTS - GIPPSLAND REGION

## CONDITIONS OF BUS TRAVEL

The safety of all travellers on school buses must be ensured at all times. The following conditions apply to all travellers on school buses.

1. All students must:
  - Obey instructions from the Bus Driver, Bus Captain, or Bus Duty Teacher/Bus Network Coordinator.
  - Wait at bus stops in an orderly fashion and not approach the bus until it has stopped
  - Be punctual at the pick up (morning and night)
  - Enter and leave a bus in an orderly manner
  - Not move around the bus in transit but remain seated at all times
2. No part of any passenger or object in their possession is to protrude out of windows or doors.
3. Boisterous conduct including the use of bad language or any action which may cause distress to other students or distract the driver will not be tolerated.
4. Students must converse quietly and not call out to passing traffic or fellow students.
5. Storage of bags will be in accordance with advice from the driver.
6. Students have access to their allocated bus only. This will not be changed to meet sporting or social arrangements.
7. Students travelling to school by bus who intend not using the bus for the return trip should, out of courtesy, inform the driver.
8. After alighting from the bus, the student must remain on the side of the road and should only cross the road when it is safe to do so.
9. All students must treat others with courtesy and consideration.
10. NO FOOD or DRINK (including alcoholic beverages) is to be consumed on school buses. Smoking is not permitted on school buses or in sight of school grounds. Cigarette lighters and matches are strictly forbidden on school buses.
11. If students of a Registered Training Organisation are found to be loitering on Campus, travel rights will be revoked.
12. Any issues pertaining to the travel on the contract school bus system should be directed to the Registered Training Organisation that you are attending.
13. Students attending Registered Training Organisation's utilising the bus network are required to display their bus pass with photo ID at all times.
14. The Bus Network Coordinating School Principal reserves the right to ask for two (2) referee checks and/or a police check from any student without a past school bus travel history in the area.
15. School bus travel is a privilege and not a right and consequences will apply for breach of these conditions.

I, \_\_\_\_\_ of \_\_\_\_\_  
In the State of Victoria, do solemnly and sincerely declare THAT

I do not have any convictions, findings or guilt and/or pending charges (non traffic) in either Victoria, any other state of Australia or under Commonwealth law.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

