

Application for School Transport Assistance

Please read the information on this page before completing the application form.

What is School Transport Assistance?

Caregivers are responsible for transporting students to and from school each day. However, the Ministry may provide assistance where the Ministry deems that distance and/or accessibility may be a barrier for students attending the closest school they can enrol at.

School Transport Assistance is provided in the form of a **space on a school bus**, or a **conveyance allowance**. A conveyance allowance is a payment made directly to a caregiver's nominated bank account to subsidise the cost of transporting a student to a school, or in some instances a bus stop. Caregivers may be eligible for transport assistance to assist them getting to their closest bus route if they live more than 2.4km from the bus route.

Caregivers requesting a **conveyance allowance** should complete a different form available from the school office. Any queries about children's eligibility to board a school bus should be directed to the bus controller of the attended school.

Who is eligible for school transport?

To be eligible for school transport assistance students must meet each of the following criteria:

- A) Be attending the closest school they can enrol at AND
- B) Be living over 3.2km (years 1-8) or 4.8km (years 9+) from this school, AND
- C) Have **no** access to suitable public transport.

Applicants should ensure that they meet each of the above criteria before submitting an application.

For further information about how we determine the eligibility of applicants, please refer to our website or the School Transport Assistance Factsheet.

How to apply

This form needs to be completed as early as possible for new applications and whenever there is:

- a) a change of address; and/or
- b) a change of school

This form contains the application for a space on a bus and the code of conduct.

Code of conduct

We would appreciate it if you could read the following code of conduct and discuss it with your child/children to ensure that they understand that with the privilege of bus travel also come responsibilities.

1. All students travelling on school buses must agree to and abide by all school rules when travelling to or from school.
2. Students will line up and be checked off the bus roll by the student Bus Monitors before embarking on the bus.
3. Students are not permitted to board or leave from a moving bus.
4. Students must always board or leave from the bus by the passenger door. The door on the driver's side must not be used except in cases of emergency.
5. Students are not permitted to stand in front of or at the side of the driver in such a manner as to interfere with the driver's vision or control of the vehicle.
6. Students must stay seated if there are seats available. (Seated means on the student's posterior facing forward). If standing in the aisle students must stay stationary at all times.
7. On leaving the bus, students must wait on the side of the road until the vehicle has moved off (at least two telegraph poles in distance) so that they may have a clear view of the road before crossing.
8. When parents driving cars are meeting students, they should, if possible, wait on the side of the road on which the bus stops, to avoid the hazards involved in students crossing the road.
9. Students must keep well clear of the bus when it is being turned or reversed. Whenever possible, students should board the bus before it is turned or reversed.
10. In the event of a breakdown where children must leave the bus (e.g. punctured tyre necessitating wheel change), they must stand clear of the bus and off the road. Where visibility is restricted, senior students/bus wardens must be posted to warn others.
11. Except in an emergency, students must not leave the bus between their homes and their school without prior permission from the bus co-ordinator (Mrs Abelen-Freeman), Mr Nicholson or Mr Masterton.
12. Only personal belongings required by students for school use should be carried on buses.
13. Food or drink consumption is not permitted while travelling on the bus (unless permitted by the driver).
14. Any misdemeanour or behaviour that is not acceptable will be dealt with using our RNLS way behaviour system, or by withdrawal of the privilege of bus travel for a length of time. Home contact will be made in the case of withdrawal.
15. Students wishing to travel on a bus other than their normal one (or get off at a stop other than their usual one) must bring a note from a parent / caregiver to the school office and obtain a bus pass from the office before the journey. This pass needs to be shown to the Bus monitor.

16. Students are reminded that the driver is in charge of the bus. When students are misbehaving, Ministry of Education guidelines empower a driver to:
- a) warn students;
 - b) inform teaching staff of the misbehaviour;
 - c) stop the bus and not continue the journey until there is order;
 - d) refuse to take the student on the days following the misconduct and until the school has taken disciplinary action.
- A driver may not put the student off a bus during the journey.
17. To meet the requirements of the Workplace Safety Act students should place their bags in the racks (where possible) or on their knees. The bus aisle must be kept clear of all bags and the bus floors free of all foreign objects.
18. Students must NOT tamper with or graffiti any part of the bus. Any damage to buses caused by students (either individuals or groups) will see reparation sought from parents.
19. In accordance with the Ministry of Education Bus Transport requirements there are senior students appointed to the position of Bus Monitors to assist the driver and the school administration with the smooth and safe running of the bus transport system. These students are there to help and their advice must be adhered to at all times.

The co-ordinator for this year is Mrs Abelen-Freeman.



I have read the School Bus Code of Conduct and agree to assist the school in making sure they are observed.

Name of Student _____

Form Class/Room _____

Signatures: Parent / Caregiver _____

Student (if Year 9 or older) _____

Bus Route _____ *Date* _____