



OVERNEWTON CHARTERED BUS SERVICE

1. View the Bus Routes and stops for your Bus Route on line at <http://www.overnewton.vic.edu.au/our-college/bus-services.html> .
2. Complete an Enrolment Form and a Code of Conduct Form. (Available from reception at either campus or on the College website.)
3. Return the completed forms to Kim Prestage at the College or via email to kim.prestage@overnewton.vic.edu.au
4. All details on the forms need to be completed to ensure that your child is included on our bus drivers schedule for their first trip on the bus.
5. Upon receipt of both forms:
 - ❖ Students will be issued with a bus pass (including their photo) which must be used at all times when travelling on the bus. Replacement bus passes can be made by emailing kim.prestage@overnewton.vic.edu.au the cost of these will be invoiced to you at the end of each term (\$10.00 per bus pass). Students can only have one bus pass activated at a time.
 - ❖ New students to the College will need to have a photo taken before their bus pass can be issued. The photo can be taken at your School Administration Office.
 - ❖ Parents/Guardians will have access to the College “BusMinder App” which will allow you to see the location of the bus whilst it is on the route, the location and timings for all bus stops and you will be able to set up a notification when your child boards or alights the bus. (Instructions for this App are included below, however, this is only available to you when your child has been completely enrolled on the Chartered Buses)
 - ❖ In the afternoon, new travellers to the chartered buses are to advise the bus driver where they are getting off the bus before the bus departs Keilor Campus.

Please note pick up points from each Campus.

Pick up from Keilor Campus

Students are to go to the Keilor Campus bus shelter located at the entrance gate of the campus immediately after class finishes. They are to wait at the bus shelter until yard duty staff allow them to exit the Campus (usually at 3.35pm).

Students will be able to see which bus they travel on, by the signage on the entrance door of the bus.

Pick up from Taylors Lakes Campus

ONE BUS ONLY DEPARTS PROMPTLY AT 3.30pm

- Students travel on one bus only (usually Essendon Bus) to the Keilor Campus. Students not continuing on the route change buses at the Keilor Campus.
- The bus is a Moonee Valley Coach as pictured below.
- This ONE bus will be parked outside the Campus, at the gymnasium end of the College, on the same side of the road as the College.

BUS STOP



INSTRUCTIONS FOR THE BUSMINDER APP



When your child is listed as a user of the OACC Dedicated Buses you will have access to the BusMinder App.

The app is available for Apple and Android users from the app store and is called BusMinder Parent.

Your log in is the email address you have registered with the college and the default password for all parents will be **overnewton**. You can change your password by going to your account (the three lines at the bottom right corner of the app)

Your child will be connected to your email address and you will see their name listed under students (bottom of the screen)

If you click on your child, you will be able to set a notification to alert you when they get on the bus and when they get off the bus. The App will advise you when your child has boarded or alighted the bus but it does not indicate if they have used their bus pass or not.

Should you wish for your child to have access to the BusMinder App on their phone you may give them your access details if you like, students can not be set up with their own individual access.

If you have any concerns please do not hesitate to contact me.

Kind regards

Kim Prestage

PA to the Business Manager



Email – kim.prestage@overnewton.vic.edu.au