



# OVERNEWTON CHARTERED AND INTER-CAMPUS BUS SERVICE

1. View the Bus Routes, timetables and stops for the Chartered Buses that are set for 2023 on line at <http://www.overnewton.vic.edu.au/our-college/bus-services.html> .
2. Read the Student Responsibilities & Code of Conduct for Bus Travel that is located on the College Website.
3. Complete the form in the link [OACC Chartered Bus Enrolment Form 2023](#)
4. Upon receipt of the information in the link:
  - ❖ Students will be booked in to travel on the preferred route selected as soon as a seat is available and parents will be advised by email of the date that their child can commence using the bus service they have requested.
  - ❖ Students will be issued with a student ID card when they are enrolled at the College (including their photo) the ID card must be used at all times when travelling on the bus. New students to the College will need to email a jpg file photo (similar to a passport photo) to [bus@overnewton.vic.edu.au](mailto:bus@overnewton.vic.edu.au) for the student ID card to be produced.

**Please do not put a hole in the student ID card as this makes it unreadable.**

## **FREQUENTLY ASKED QUESTIONS:**

- ❖ Replacement student ID cards can be ordered by emailing [bus@overnewton.vic.edu.au](mailto:bus@overnewton.vic.edu.au) the cost of these will be invoiced to you at the end of each term (\$10.00 per student ID card).
- ❖ Parents/Guardians will have access to the College “BusMinder App” when the student is enrolled at the College. Information about the “BusMinder App” is attached.
- ❖ Please use the BusMinder App to notify the College of any Lost Property items. Lost items from the College buses are returned from the Bus Company and all items will be given back to students as soon as they are returned to the College.
- ❖ 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 the Campus.
- ❖ The enrolment is for a full term and will continue term to term unless the College is advised in writing at least two weeks prior to the commencement of a new term.

# Please note pick up points from each Campus.

## Yirramboi Campus

Students are to go to the Yirramboi 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. Students will be assisted by College staff when boarding and alighting the buses.

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

## Canowindra Campus

Students are to go to the Bus Stop inside the Campus behind the Science block, near the car park immediately after class finishes. Students will be assisted by College staff when boarding and alighting the buses.



**BUS STOP**

## PM – TRAVEL FROM CANOWINDRA

**Four buses depart from the campus PROMPTLY AT 3.35pm**

- ❖ Students travel on one of the chartered buses to Yirramboi and either remain on the bus to continue home, alight the bus to meet parents or siblings, or if necessary, change buses at Yirramboi.

# INSTRUCTIONS FOR THE BUSMINDER APP



When your child is enrolled at the College 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 student ID card 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*

Assistant to the Business Manager

Email – [kim.prestage@overnewton.vic.edu.au](mailto:kim.prestage@overnewton.vic.edu.au)

## ***Student Responsibilities and Code of Conduct for Bus Travel***

Matters of safety and student conduct are viewed seriously. All students who travel on the chartered Overnewton buses must read, agree, and sign, in conjunction with their parent/guardian the *Student Responsibilities and Code of Conduct for Bus Travel*.

### **AIM**

In line with the *Safe Transport Policy*, the *Student Responsibilities and Code of Conduct for Bus Travel* aims to:

- Provide safe environments for students to arrive at and leave the school.
- Take all reasonable measures to ensure the safety of students travelling by bus.
- Provide students with guidance on how they are expected to behave on buses and at bus stops through the Code of Conduct.

### **RATIONALE**

Student behaviour on and around the school buses and the efficiency of the bus service are of vital importance to student safety.

### **EXPECTATIONS AND CONSEQUENCES**

Students are expected to:

- Conduct themselves in accordance with the College's *Taking Responsibility and Anti-Bullying Policies*.
- Respect other people and their property.
- Wait for the bus in an orderly manner.
- Take responsibility for their own behaviour and conduct themselves in a respectful and safe manner whilst on the bus.
- Use designated bus stops.
- When alighting from the bus, do so in an orderly manner.
- In case of an emergency or a breakdown, follow the directions of drivers.

These expected behaviours are outlined in the Code of Conduct below.

If a student fails to meet the expectations outlined in the Code of Conduct, the following consequences will apply:

- Warning issued by the bus driver.
- Bus driver will inform the College.
- Warning issued by the relevant Head of School and a review of the Code of Conduct with the student and an outline of the consequences of continued misconduct.
- Parent/s informed.
- Temporary exclusion from school bus travel for a brief period of time.
- Exclusion from all school bus travel.

In more serious breaches of the Code, some steps in this process may be omitted.

During a period of suspension or exclusion, the responsibility for transporting the students to/from school rests with the parent/guardian.

Expected behaviour	
Respect other people and their property.	Students are required to: <ul style="list-style-type: none"> <li>• Treat other people and their possessions with care, consideration and respect.</li> <li>• Listen to the driver and follow the bus drivers' directions without argument.</li> <li>• Respect and protect bus property/equipment by not causing damage and reporting vandalism.</li> </ul>
Wait for the bus in an orderly manner.	Students are required to: <ul style="list-style-type: none"> <li>• Be on time at the bus stop each morning and at the bus loading area each afternoon</li> <li>• Wait well back from the bus/roadway until it stops and allow other passengers to leave the bus before boarding.</li> <li>• Stand quietly without calling out or shouting.</li> <li>• Not push other people in the line.</li> </ul>
Take responsibility for their behaviour and conduct themselves in a respectful and safe manner whilst on the bus.	Students are required to: <ul style="list-style-type: none"> <li>• Always use their bus pass.</li> <li>• Always follow instructions from the driver about safety on the bus.</li> <li>• Stay in their seat and not move around the bus.</li> <li>• Store school bags under the seat.</li> <li>• Refrain from throwing objects around the bus.</li> <li>• Talk quietly to the people around them. Shouting and yelling is not appropriate.</li> <li>• Always wear the seat belt provided and refrain from placing their feet on the seats.</li> <li>• Keep arms, legs and other parts of the body clear of the aisles.</li> <li>• Eat and drink before getting on the bus.</li> <li>• Always use appropriate language. No offensive language will be tolerated.</li> <li>• Use mobile devices/electronic devices in accordance with the <i>Responsible Use of ICT Devices Agreement for Middle School, Canowindra, and Senior School.</i></li> </ul>
Use designated bus stops.	It is the responsibility of students to disembark at their correct designated stop.
When alighting from the bus, do so in an orderly manner.	Students are required to: <ul style="list-style-type: none"> <li>• Wait until the bus stops before standing or removing their seat belt to disembark.</li> <li>• Alight from the bus in a quiet and orderly fashion.</li> <li>• After getting off the bus, stay clear of the bus so that it can safely resume its journey and never cross the road in front of the bus</li> <li>• Use crossings or traffic lights if available.</li> </ul>
In case of an emergency or a breakdown, follow the directions of drivers.	Students are required to: <ul style="list-style-type: none"> <li>• Always follow instructions of drivers.</li> <li>• Wait until the bus stops before standing to get off.</li> <li>• Leave the bus in a quiet and orderly fashion.</li> <li>• Wait in the area indicated by the driver.</li> </ul>