



## 2017 APPLICATION FOR THE CAMPUS SHUTTLE BUS VIA STONECUTTERS RIDGE

The School currently provides a free Campus Shuttle Bus for Marsden Park students as follows:

### Mornings

<b>8:20am</b>	<b>Depart Oakhurst Secondary Car Park (please plan to arrive before 8:15am)</b>
8:32am	1 Bus Stop at 7 Stonecutters Drive
8:33am	2 Bus Stop at 33 Stonecutters Drive
8:36am	3 Bus Zone at 28 Medallist Parade
8:40am	4 Greenway Estate TBC (have requested a Bus Stop/Zone from Council)
8:50am	Arrive <b>Marsden Park</b> Campus

### Afternoons

<b>3:10pm</b>	<b>Depart Marsden Park Campus</b>
3:17pm	1 Bus Stop at the corner of Richmond Road & Greenway Estate
3:19pm	2 Greenway Estate TBC
3:24pm	3 Bus Zone on Medallist Parade
3:26pm	4 Bus Stop opposite 31 Stonecutters Drive
3:28pm	5 Bus Stop opposite 5 Stonecutters Drive
<b>3:40pm</b>	<b>Arrive at Oakhurst Campus</b>

*(The above times may change and you will be advised accordingly.)*

### 2017 Seat Bookings

**As there are a limited number of bus seats available, we require families to book a seat for their child/ren. No child will be transported unless a completed Application has been received.**

Preference will be given to younger students and families with siblings at both Campuses. If a seat is booked and is not required for use on a particular day, the parent is to notify the Student Reception accordingly (9677 2455). Absences on the day should be SMS'd to the **Bus Phone 0499 970 150**. If a seat is vacant for more than a week without sufficient explanation, the booking will lapse and your child's seat allocation will be removed from the Bus Roll.

Please note that the School takes the responsibility of transporting students seriously. The Bus Roll will be checked each bus run and there will be a structured handover of students to a staff member or nominated carer.

### Casual Bookings

Where vacancies allow, and under special circumstances, casual or short term bookings may be arranged with the Operations Manager.

If you have any questions about this Campus Shuttle Bus service, please contact Mrs Stephanie Ghali, Operations Manager 9677 2455 ext 165; [sghali@rjas.nsw.edu.au](mailto:sghali@rjas.nsw.edu.au)

## Permission Note

I give permission for my child/ren listed below to travel on the School Bus Shuttle in 2017 on the following Term days (please tick), commencing from: \_\_\_\_\_

	MON	TUES	WED	THURS	FRI
<b>Morning</b> - Oakhurst to MP					
If to be collected mid trip, advise Stop (1, 2, 3 or 4)					
<b>Afternoon</b> MP to Oakhurst					
If to be dropped off mid trip, advise Stop (1, 2, 3, 4 or 5)					

**Student Names**

**2017 Year Group**

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Will there be any days that you would not require a seat for all the children noted above or are there other comments you would like to make?

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**PLEASE NOTE, IT IS THE STUDENT'S RESPONSIBILITY TO PUT THEIR OWN SEAT BELT ON AND KEEP IT ON WHILST IN TRANSIT. Assistance is provided to Pre-K students.** If a student is found to not have their seatbelt on, they will be suspended from the bus for two weeks. If the issue occurs again, they will lose their seat for the remainder of the year.

Parent Name: \_\_\_\_\_

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

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

## Emergency Considerations

**Best contact in case of an emergency** (this information will be retained by the bus driver)

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

Phone #: \_\_\_\_\_

**Alternate contact in case of an emergency** (this information will be retained by the bus driver)

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

Phone #: \_\_\_\_\_

Please note any **medical condition** of which the **bus driver** will need to be aware of, understanding that it is not expected that he/she will be required to administer First Aid:

Diabetic                       Epileptic                       Asthma (must carry own puffer)

Other: \_\_\_\_\_

## Handover

To assist in the handover of your child upon arrival at the Oakhurst Campus in the afternoon, please list below the names of those people authorised to collect your child (please circle):

\_\_\_\_\_ Relationship: Parent Friend\* Secondary Student Sibling

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\* Please note that any "friends" indicated will be listed as an emergency contact in our School Records. The "friend's mobile number must be provided to facilitate this requirement and ensure your child can be collected accordingly.

For clarity, Marsden Park students cannot be collected by Oakhurst Primary siblings.

Friend's Name: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Friend's Name: \_\_\_\_\_

Mobile number: \_\_\_\_\_

**Please return the completed Application to**

Mrs Stephanie Ghali, Operations Manager, RIAS  
93 Hyatts Road, OAKHURST NSW 2761

Or email a scanned copy to [sghali@rjas.nsw.edu.au](mailto:sghali@rjas.nsw.edu.au)

## Expectations

It is paramount to both driver and student safety that all students exercise good behaviour whilst on the Shuttle Bus.

Parents are asked to familiarise themselves with the expectations below and the behaviour management process and discuss the expectations with their child.

1. Prior to departing, students will be reminded by an RJ staff member to:
  - a. remain seated;
  - b. not touch seatbelts or other seats; and
  - c. use small talking voices throughout the journey.
2. If a student or students displays any unsafe behaviour while the bus is in transit, the Bus Driver may pull over to a safe place and speak to the student/s involved and remind them of the expectations. A student may be reallocated to another seat if required.
3. The Bus Driver will report any issues to the Classroom Teacher. The student will initially lose play privileges during part of their lunch break.
4. In the event of any subsequent incident of poor bus behaviour, the student will lose an increased amount of their lunch play privileges and the parent will be contacted and advised that any further poor bus behaviour will result in a period of exclusion from using the Shuttle Bus Service.
5. In the event of continued poor behaviour, the Head of Primary will contact parents and advise them of the duration of an exclusion from bus travel.
6. If the misbehaviour continues beyond this exclusion period, the Principal will determine if the parent needs to make other arrangements for transporting their child to and/or from School for a longer period.

Please ensure your child understands the importance of listening to staff members and making appropriate behaviour choices whilst travelling on the Shuttle Bus Service.

Thank you for your support in this safety matter.