

PORTSIDE  
CHRISTIAN COLLEGE

**College Bus  
Service  
Information**

## Daily bus runs

Provide a service to families who are unable to transport their child/ren to and from the College. The Business Manager is responsible for oversight of this service, under the direction of the Principal.

- The routes are reviewed as required
- Places on the bus are prioritised as follows:
  - Permanent full-time users
  - Permanent part-time users
  - Casual users (casual rate applies and no guarantee can be given of availability)
- This service is provided at minimum cost to parents, with running costs subsidised by the College
- Bus charges for permanent users are itemised on the College account
- The bus driver is responsible for the supervision of students on bus runs
- Drivers are authorised to stop the vehicle if student behaviour is unacceptable and will not proceed until the problem is solved
- Should a student not comply with the bus rules:
  - The Principal (or delegate) will be informed by the driver
  - Parents may be contacted by the Principal or delegate
  - The student may be refused use of the College bus for a period of time at the discretion of the Principal

## Morning bus runs

- Students must be ready to board the bus 5 minutes earlier than the scheduled pick up time
- Parents are required to notify the relevant bus driver via mobile phone or through the BusMinder App, if their child will not be on the bus. When students have not been on the bus due to sickness, etc, parents must let the driver or the College know when the bus is required again

## Afternoon bus runs

- When needing to make alternative arrangements for delivery of students in the afternoon, parents must make the necessary arrangements and notify the relevant bus driver or the College before 2:00pm
- Unless notified by the parent, students will be dropped off at the designated address. Senior students may make last minute changes to drop off address, if this has been a prior agreement with the parent
- The procedure is as follows for students who are normally met by parents when dropped off in the afternoon:
  - The bus driver will wait for two minutes
  - If no parent arrives to meet the bus or is not at the home address for younger students, they will be kept on the bus for the duration of the bus run and the College and parents will be notified
  - On arrival back at the College parents will be contacted by phone and requested to collect their child/ren from the College (Out of School Hours Care Program)

## Student Conduct

Students are expected to comply with directions given by the driver/educator/teacher in charge and follow the bus rules outlined below.

## Bus Rules

The safety of students is of paramount importance.

- Students are expected to comply with directions given by the driver/educator/teacher in charge
- Students **must remain seated**, facing the front, when the bus is in motion and wear safety belts, where fitted. The bus driver or supervising staff member will check this prior to departure
- No loud noises or unruly behaviour is permitted
- No object may be thrown inside the bus or out of the window
- No object or part of the body may project through the window
- Windows are to **remain closed at all times**, unless instructed by the driver
- No eating is permitted on the bus and water only may be consumed (unless students are instructed otherwise by the driver or teacher in charge)
- Students who have been involved in a swimming activity must wrap a towel around their wet bathers prior to boarding the bus
- Bags and equipment must be placed in accordance with bus driver directions. Only one bag can be accommodated on bus runs. A musical instrument and/or sport bag may also be carried, if room permits. Additional arrangements may be made when transporting luggage to or from the College to attend a camp or whilst travelling directly to a campsite
- Students are not permitted to draw the attention of members of the public
- Students are not permitted to take photos while using the bus service unless instructed by the educator/teacher in charge
- **Any non-compliance with bus rules will be referred to the Principal (or delegate)**

## Bus Fees

Fees for 2024 are \$5.25 per student per trip for full time use and \$8.60 per trip for casual use. Bus fees are added to each family's College school fee account at the end of each term in accordance with how many trips have been taken.

## Contact information

To make changes to bus requirements please call Mrs Mandy Randall at the College on 8341 5133 or email [transport@portside.sa.edu.au](mailto:transport@portside.sa.edu.au) or use the BusMinder Parent App to report Absences. Drivers mobile phone numbers will be communicated to parents soon and then parents will also be able to text or call the drivers directly.