Bus Travel Policy

UPPER YARRA
SECONDARY COLLEGE
www.uysc.vic.edu.au

Bus Assignment & Eligibility

The Bus Coordinator will assign students to the most appropriate bus or service based on availability. The details of bus stops and schedules can be found in the *Bus Stops & Times* document.

School Bus Services

The School Bus Program supports families in rural and regional Victoria by providing transportation for students to and from school. Eligibility determines whether a student can travel for free or pay a fare.

To qualify for a free seat on the school bus, a student must attend their nearest government school and live 4.8 km or more from the school. Some exceptions apply in areas with no accessible public transport, such as Gladysdale.

School bus services are strictly for travel to and from home and are only for the assigned student travelling to and from their designated bus stop. These services cannot be used for visiting family, friends, or commuting to work.

Students must maintain an attendance rate of at least 80% to retain their school bus seat. Those with lower attendance may lose their seat to students on the waiting list who attend regularly. Additionally, students must use the school bus service a minimum of three days per week.

If there is not enough seating to accommodate all eligible students, those with access to a convenient public transport service may be reallocated during the school year.

School buses servicing remote areas may arrive up to 5 minutes earlier than the scheduled departure time and will not wait. For safety reasons, buses cannot wait at remote locations, and they may arrive early if not all students attend or board on time. Students should arrive at their designated bus stop at least 10 minutes before the scheduled departure time to ensure they do not miss the bus.

Supplementary Services

Public Bus Services

Public buses (e.g., Martyrs 683) are operated on behalf of the State Government and are available to the public, including students, for a fare. Eligible students assigned to public transport by the College will receive a fully funded MYKI card, which can be used statewide 24/7.

School Special Bus Services

School special services supplement the public transport network and are not available to the general public. Timetables for these services are not published by the Department of Transport and Planning.
These services operate in the afternoon via the College bus loop and conclude at Woori Yallock.

Students are expected to use public transport (public bus or school special bus) if a service is available within 1.6 km of their home.

All supplementary services listed travel via the Upper Yarra Secondary College Bus Loop and can be used by any student with a valid MYKI card.

Additional Information

Any issues with bus assignments will be addressed by the Bus Coordinator in collaboration with parents.
Students can access funded transport to more than one home if residing with a parent listed in the school database, following the standard application and approval process.

If students miss their regular school bus and cannot use public or special service buses, a staff member will assist them in contacting a parent/guardian.

Students must adhere to this policy and complete the *Application for Permission to Travel* form, signed by both parents and students. Annual updates to this policy, along with other related documents, are available on the school website.

Arrival & Departure Times

Bus schedules are listed in the *Bus Stops & Times* document.

Bus arrival and departure times for Martyrs Route 683 may vary depending on passenger load and traffic.

PM bus stop times are advisory; buses may run earlier than posted.

Further information regarding Martyrs Route 683 bus stops and times can be accessed from the Public Transport Victoria website.

For safety reasons, buses will not stop for late students and will only stop at listed bus stops.

Fare-Paying Students

Students eligible for the School Bus Program travel for free. Ineligible students may still use the school bus if space permits, travel is approved, and the fare is paid. Fare-paying students must reapply annually and are approved on a term-by-term basis. Permission is granted only after the fare is paid. Failure to pay promptly may result in the seat being allocated to another student. The College will maintain a waiting list if demand exceeds capacity.

Temporary School Bus Travel

Students needing temporary school bus travel for emergency purposes may apply in writing to the Bus Coordinator. Students seeking ad-hoc access must be eligible, complete the required paperwork, and the Bus Coordinator must ensure their travel does not disadvantage other passengers or cause overcrowding.

Students with access to public or special buses cannot use the school bus temporarily.

Student Identification Cards

Students should carry and show their identification cards upon request by bus drivers and school staff. Lost cards can be purchased from the College. Temporary passes are not issued, and students who forget their cards may be refused travel if they cannot be identified. It is advisable for students to photograph their pass and use their phone for access.

Students who board buses without a valid pass may lose their seat on the school bus and be reassigned to public transport or special services, along with any accompanying students.

Behaviour

Unacceptable behaviour will be reported to the Bus Coordinator, who will determine appropriate consequences, including verbal or written warnings, parental notification, or further action. If the Bus Coordinator regards an offence as sufficiently serious, they will consult with the principal to determine appropriate consequences. These may include exclusion from bus travel, which will be communicated to parents by 5 p.m. the day before, and/or suspension from school.

Misbehaviour at bus stops can be reported to the Bus Coordinator.

At the UYSC bus loop, students must wait behind barriers until the bus arrives and board promptly. Bus drivers may delay departure if students do not board in an orderly fashion.

Yard Duty staff are assigned to monitor student behaviour as they arrive in the morning and catch buses in the afternoon. The duty teacher may be called to assist in cases of disorderly behaviour.

The Bus Coordinator will work with other staff to perform random checks of eligible travellers when students arrive in the morning or leave in the afternoon.

Exclusion from the school bus service can be a genuine inconvenience for some students and parents, especially for those who do not live near public bus routes. However, the safety of all students, bus drivers, and the public must be our primary concern. Exclusion from bus travel is not an excuse for students to stay away from school. Parents are asked to support the school's policy by ensuring students attend school even if they cannot travel on the bus.

Evaluation & Review

Bus assignments will be reviewed by the Bus Coordinator in Term 3 and after the school census in March. This policy will be reviewed annually with the principal after determining the bus loadings for the following year.