

Related Policies

Nil

Purpose

This policy gives schools guidance and direction to ensure that the students who choose to travel to and from school by bus are able to do so safely and efficiently.

Policy

NSW Schools:

The NSW Government, through the School Student Transport Scheme (SSTS), provides subsidised travel for eligible school students between home and school each Monday to Friday during school terms.

NSW schools are required to participate in the administration of the SSTS by:

- distributing application forms to students;
- reviewing eligibility on radial distance grounds;
- checking student enrolment information; and
- regularly informing bus service operators of any changed student circumstances.

The Planning and Facilities Section of the Catholic Education Office will assist schools to make an application for a change to an existing service or for a new bus service for the benefit of the students at their school.

ACT Schools:

The ACT Government, through the Student Transport Program (STP), provides eligible primary, high school and college students with bus travel services each Monday to Friday during school terms.

ACT schools are required to verify the enrolments of students at the beginning of Term 1.

The Planning and Facilities Section of the Catholic Education Office negotiates services, route changes and complaints with ACTION through the Schools Transport Liaison Committee.

Hiring buses:

Schools wishing to charter buses for special purposes should only hire the services of approved operators. Advice can be obtained from the School Services Service Area.

Definitions

SSTS: School Student Transport Scheme is a NSW Government subsidised scheme providing bus travel to eligible school students in NSW.

STP: Student Transport Program provides bus travel to eligible students in the ACT.

ACTION Buses: Sole public transport service provider in the ACT.

Procedures

NSW Schools shall direct transport enquiries regarding:

- proposed new services or alterations to existing services through the Planning and Facilities Section of the Catholic Education Office; and
- complaints about service matters and route changes to the local bus service operators.

ACT Schools shall direct transport enquiries, through the Planning and Facilities Section of the Catholic Education Office, regarding:

- route change; and
- complaints about service matters.

All Schools shall:

- direct bullying or harassment complaints to the Human Resources Service Area, Catholic Education Office;
- advise students of their responsibilities under the relevant code of conduct;
- direct bus hire enquiries, especially regarding approved operators, through the School Services Service Area, Catholic Education Office.

References

NSW Ministry of Transport, Guidelines for Managing School Students' Behaviour on Buses, A Code of Conduct for students and procedures for bus drivers, operators, school principals and parents/carers, July 2006.

Transport NSW, School Student Transport Scheme

Transport & Municipal Services, Student Transport Program

Forms

Nil

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