



**A COMPLETE EDUCATION**  
A PREP TO YEAR 12 CATHOLIC CO-EDUCATIONAL COLLEGE



**MARYMEDE**  
CATHOLIC COLLEGE

— *In the way of Mary* —

## MARYMEDE CATHOLIC COLLEGE SCHOOL BUS SERVICE

# STUDENT CODE OF CONDUCT AGREEMENT 2024

### FOR ALL STUDENTS ACCESSING THE MARYMEDE CATHOLIC COLLEGE BUS SERVICE

This Code of Conduct is designed to prescribe the responsibilities of students, drivers, parents, and bus companies in ensuring that buses operate safely.

#### Responsibilities of Parties Involved in the Marymede Catholic College Bus System.

##### Bus Company (Currently this contract is held by Dysons Bus Group)

- To provide safe buses with adequate seating capacity to service the contracted bus routes.
- To engage appropriately qualified and suitable personnel to drive school buses.
- To liaise with the Principal, Business Manager and/or Registrar of Marymede Catholic College on any matters of concern.

##### Bus Drivers

- To drive buses in a safe and reliable manner.
- To drive students to and from the designated pick-up points listed in each Bus Timetable. Drivers will not allow undesignated drop-offs. Drivers will not evict students on route as a form of punishment.
- To be conscious of the conduct of passengers and the safety of their bus. To report incidents of misconduct to the manager of the bus company, who will refer them to the Principal, Business Manager and/or Registrar of Marymede Catholic College.
- To insist that students board and alight from the bus in the prescribed manner to maximise safety.
- To treat students in a fair, reasonable, consistent and responsible manner.
- To not carry unauthorised persons or goods.
- To ensure that all passengers are in possession of a valid bus pass issued by the school.

##### Parents

Parents need to be aware that access to the Marymede Catholic College Bus Service is a privilege and not an automatic right and therefore certain responsibilities need to be adhered to as follows:

- To ensure that their child/children arrives at the designated bus stops at least five minutes before the bus' scheduled departure time, to avoid delays of a morning.
- To ensure that their child/children board and alight from the bus in the prescribed safe manner.
- Passengers must wait until the bus has fully stopped before leaving the kerb (if applicable) or attempting to board or alight. When boarding, students should form an orderly queue. On leaving the bus, students should wait on the same side of the road until the bus departs and not attempt to cross the road until they have full vision in both directions.



- To refrain from chasing the bus in the family vehicle. Drivers will only stop at designated stops.
- If students miss the bus, parents have full responsibility to arrange alternative transportation.
- Acknowledgement that all funds paid toward the School Bus service are non-refundable and/or non-transferrable as of the date of payment.
- Parents must respond promptly to any correspondence from the College, especially with respect to payment of Bus fees, or when new routes are being devised for new semesters or the start of the following year.
- Any concerns should be raised with the College Registrar in the first instance.

### **Students**

Students need to be aware that access to the Marymede Catholic College Bus Service is a privilege and not an automatic right and therefore certain responsibilities must be adhered to, as follows:

- To arrive at the bus stop at least five minutes before the scheduled departure time to avoid delays.
- To remain in their seat for the entire journey
- To notify the bus driver in advance if aware of any known absences from School or bus travel.
- To refrain from loud talking, chanting, calling out, throwing objects or creating any disturbance that would distract the driver from his attention to driving.
- To refrain from putting any part of their body out of a window, throwing any objects or calling out or making inappropriate comments or gestures from the bus windows.
- To refrain from putting feet on the seats.
- Under no circumstances to damage or vandalise the school bus. All damage must be paid for by students/parents and a length of community service will be imposed on the student(s) involved.
- To refrain from bringing any dangerous substances or objects onto the bus.
- To place any rubbish in the bins provided.
- Under no circumstances to harass, intimidate or victimise other bus passengers or the driver.
- Under no circumstances to become involved in verbal or physical fights on the bus.
- To refrain from distracting the driver especially whilst the bus is in motion.
- To act as a positive role model to fellow bus passengers, especially the younger students who are new to the system.
- To travel only on the bus for which you have a valid Bus Pass. Any student who partakes in the practice of allowing another student to use their Bus Pass will be suspended from the bus service.
- Itinerant passengers or friends of regular passengers are not permitted to travel on buses.
- The driver has the ultimate responsibility for the safe conveyance of passengers and therefore all students must comply with any instructions issued by him/her which relate to safe bus travel.
- Current Bus Passes must be carried at all times and be readily available for inspection.
- To listen and adhere to the Bus driver at all times.
- To wear seatbelts if supplied as per the road laws pertaining to seat belt use.



**A COMPLETE EDUCATION**  
A PREP TO YEAR 12 CATHOLIC CO-EDUCATIONAL COLLEGE



## **Consequences of Breaches of the School Bus Student Code of Conduct Agreement**

Student misbehaviour on buses can seriously jeopardise the safety of the bus, its passengers and driver, and fellow motorists. Consequences for misbehaviour will therefore be consistently and strictly imposed.

- In the case of any minor infringements of this Student Code of Conduct Agreement, a single verbal warning will be issued and recorded by the driver.
- If any further minor misconduct occurs within a term, the driver will notify the bus company in writing, with details of the misconduct. This will be passed on to the Marymede Catholic College Principal who will issue an official written warning that a further infringement will incur an official suspension from bus travel.
- An immediate official suspension from bus travel will occur in the case of serious misconduct such as harassment, fighting, disobeying driver's instructions, actions which jeopardise safety etc.
- Where there is continued misconduct and/or where the seriousness of the misconduct warrants, the Principal will issue an official notice advising the student will no longer be permitted to use the bus service.
- In the case of vandalism, suspensions, payment for damage and community service at the bus company will result.



**MARYMEDE CATHOLIC COLLEGE SCHOOL BUS SERVICE  
CODE OF CONDUCT AND REGISTRATION 2024**

I / We agree to abide by the Student Code of Conduct for School Bus Travel and understand the consequences of failure to meet this Code of Conduct

Student 1 Name:	Route No	Signature:
Student 2 Name:		Signature:
Student 3 Name:		Signature:
Student 4 Name:		Signature:
Student 4 Name:		Signature:
<b>PARENT Name:</b> <i>(parent must sign)</i>		<b>Signature:</b>

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

**Route details (Please tick)**

**South Morang Campus**

- Bus Route 1:** Kinglake, Whittlesea, Mernda, South Morang – South Morang Campus
- Bus Route 2:** Eden Park, Wollert and Epping North – South Morang Campus
- Bus Route 3:** Upper Plenty, Donnybrook and Mernda – Doreen Campus
  - we require the Kinglake, Whittlesea INTERCHANGE with Doreen route.

**Pass details (Please tick)**

- Semester Pass – Fulltime \$841 (Deposit \$275.00 - Due: February 2, 2024)
- OR
- Semester Pass – AM travel \$500.50 (Deposit \$165.00 - Due: February 2, 2024)
- Semester Pass – PM travel \$500.50 (Deposit \$165.00 - Due: February 2, 2024)

**Payments**

Our Finance team have recently streamlined the process of making payments and accessing statements and receipts with a secure [online payment portal](#) that supports both credit card transactions and electronic fund transfers (EFT). Current families were provided with their login details in Term 4 2023 from the Finance team via email. All families new to the College for 2024 will receive their online payment portal login details in January 2024.

Bus registration deposits for Semester 1 travel will be due by February 2 and can be paid via this portal.

**Complete this form and return via email to:**

New families – [registrar@marymede.vic.edu.au](mailto:registrar@marymede.vic.edu.au)

Existing families: [accounts@marymede.vic.edu.au](mailto:accounts@marymede.vic.edu.au)