



MCC Bus Service Booking Form
Use a separate form for each student

Parent/Guardian Name: _____ Family Code: _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

Bus run required:

Chidlow Kalamunda/Swan View Darlington Campus Transfer

Bus use commencing (date): _____ Smartrider Required

Student name: _____ **Year:** _____

Pickup point on AM run (Stop #): _____ Suburb: _____

Dropoff point on PM run (Stop #): _____ Suburb: _____

Terms & Conditions

- All Students who wish to use the Mundaring Christian College Bus Service are required to register through the College Office.
 - All Students using the Bus Service require an MCC Smartrider to enable them to Tag on/off when using the bus. Please tick the box above if your child needs one ordered.
 - The Bus is offered as part of the College Services and as such all students using the Service are subject to all usual student behaviour requirements and disciplinary policies and procedures (see attached Student Code of Conduct). If your child is prohibited from using the Service as a result of disciplinary action, then no refund of fees paid or payable shall be made.
 - A detailed Timetable is attached for your reference; please specify the nearest Bus Stop your child will be using on this form.
 - In the event of an emergency, we will use the information above to contact you. Please advise Administration when contact details change. Parents and students are required to sign the Terms & Conditions and Student Code of Conduct to signify their understanding and agreement of these conditions.
 - Students will be charged \$250 per Term for the service. The same fee will apply regardless of the frequency with which they use the service. There is a pro rata rate of \$200 for a second child, and \$150 for 3 or more children.
 - If students only using the Transfer service, they will be charged a flat rate of \$100.00 per term for the service. The same fee will apply regardless of the frequency with which they use the service.
 - Parents are required to give a term's notice if their child/children no longer require the Bus Service without penalty. If your child ceases to use the Service without sufficient notification the term fee will remain due.
 - Fees will be charged via payment portal on Parent Lounge at the time of registration, and the beginning of each term. Fees are required to be paid in full in order for your child's registration to be confirmed.
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BUS SERVICE STUDENT CODE OF CONDUCT

| STUDENT CODE OF CONDUCT | |
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| Behaviour | Examples of how to meet the Code |
| Respect other people and property. | <ul style="list-style-type: none"> • Respect other people and their possessions, • follow the bus Driver's directions without argument, and • do not interfere with bus property, equipment, shelters and signs by marking or damaging them. |
| Wait for the bus in an orderly manner. | <ul style="list-style-type: none"> • Follow the supervising teachers or other school representatives at bus loading / transfer locations, • wait well back from the bus until it stops and allow other passengers to leave the bus first, • stand quietly without calling out or shouting, and • do not push other people in the line. |
| While on the bus, behave yourself. | <p>Students must:</p> <ul style="list-style-type: none"> • Always follow instructions from bus staff, • sit properly on a seat (in an allocated seat if directed by the Driver), • wear a seatbelt (if fitted), at all times and in the correct manner, • store school bags / equipment safely so as not to obstruct access, • speak quietly and do not create unnecessary noise. <p>Students must not:</p> <ul style="list-style-type: none"> • Bully other passengers, • place feet on the seats, • fight, spit or use offensive language. • throw any article around or from the bus, • consume food or drink, or play music without the permission of the Driver, • use a recording device, of any description, to obtain images /audio of other passengers or the Driver, • smoke, (prohibited on all buses), • possess, consume or be under the influence of alcohol or a prohibited substance, • possess, discuss or distribute any material that may be considered inappropriate or offensive, i.e. material of a violent or sexually explicit nature, • allow any part of your body to protrude out of the bus windows, • stand whilst the bus is in motion, • bring an object on the bus that is considered dangerous, or any object that may be considered as intended as a weapon, and • act in a manner that would be considered an offence under any legislation. |

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| Use approved bus stops. | <ul style="list-style-type: none"> • Students will only be allowed to get on or off the bus at an approved bus stop, and • It is the responsibility of students to get off the bus at their correct stop. |
| When leaving the bus, do so in an orderly manner | <ul style="list-style-type: none"> • Wait until the bus stops before standing to get off, • Leave the bus in a quiet and orderly manner, • Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to cross, and • Use crossing or traffic lights if available. |
| In case of an emergency or a breakdown, follow the Driver's instructions. | <ul style="list-style-type: none"> • Wait until the bus stops before standing to get off, • Leave the bus in a quiet and orderly manner, and • Wait in the area indicated by the Driver. <p>Students must not:</p> <ul style="list-style-type: none"> • Interfere with emergency equipment, unless instructed to do so by the Driver. |

I authorise my child to use the bus and understand that the College reserves the right to remove from the regular passenger list any student not observing the bus rules.

Date: _____ Signed: _____ Parent/Guardian

I have read and understand the Student Code of Conduct and agree to behave in a manner that is respectful to all those using the bus, and I understand that the College reserves the right to remove from the regular passenger list any student not observing the bus rules.

Date: _____ Signed: _____ Student

OFFICE USE ONLY

| Bus run | Date entered | Signed | Smartrider Ordered |
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