



# Bus Information: 2023 School Year



**Investigator College provides a bus service for families throughout the Fleurieu Region. This service gives priority to permanent users who have completed and returned a Bus Transportation Application Form, and who are travelling to and from their place of residence.**

Although the College will make every effort to accommodate a variety of student needs (multiple/alternative bus use for sport, work, friends, etc) this may not always be possible. All bus routes have a maximum capacity and no further applications will be considered once the maximum number of students has been reached.



**Please take a moment to read the following information with regard to some updates to our bus operations for the 2023 school year:**

## Existing Bus Users

As a bus co-contribution has been introduced in 2023, we kindly ask that all existing bus users take a moment to complete a new Bus Transportation Application Form - even if your bus needs have not changed for the coming year.

## 2023 College Bus Routes

At this point, existing routes will remain unchanged, however the College reserves the right to make route and timetable changes subject to demand and school operational requirements. Any changes to the College bus services will be notified to parents well in advance of implementation.

## 2023 Bus Charges

**As advised in the 2023 fee schedule, the bus co-contribution will be \$100.00 per student, per term, and will be applicable to all regular bus users, with a \$5.00 contribution being applicable to those using the bus for casual or once-off travel.**

With this in mind, to guarantee that a seat is reserved on the bus, we are asking parents to complete the simple online form to indicate the bus service required and designated stop/s. In the event that buses are full, priority seating will be given to those students who have completed and returned the form.

By returning the Bus Transport Application Form, you are authorising the College to charge \$100.00 to your account, with payment required when it appears on your next statement. This will guarantee unlimited travel for a student for the whole of the respective term.

Once completed, this will be applied each term, and \$100.00 charged to your account, unless we are informed otherwise. This can be done by contacting the College Finance Office, and informing that the students no longer require the bus service.

If your student(s) needs to use the bus service on a **one-off** or **casual** basis, with no guarantee of a seat, bookings can be made by a parent/caregiver by contacting the College Finance Office no later than 1:00pm for travel that afternoon or the following morning. A smart card can be purchased with minimum blocks of credit charged at \$50.00. This will be charged to your account and payment will be required when it appears on your next statement. Single trips will be charged at \$5.00 per student. The College will continue to operate the 'Tap On - Tap Off' system. Parents will be expected to ensure an appropriate level of credit is maintained on the child's card to allow for the expected travel arrangements.

In the event that a satisfactory level of credit is not maintained on the card, the College reserves the right to refuse admission on to the bus.

If a smart card has been lost, or no longer works, a new card will need to be purchased through the College Finance Office at a cost of \$5.50 each. Any credit will be transferred to the new card.

## Willunga Charter Parent App

Partnering with Willunga Charter to improve the safety and transparency to the College bus service, students will be issued with a RFID College Bus Pass that students will use to "tap on and off" as they use the bus each day. This will provide real time passenger manifests and provide peace of mind to parents/caregivers that the location of their student/s is known at all times.

The Willunga Charter parent app is available for download on all smart phone devices. Once registered, this allows families to monitor student's usage in real time. A new function available on the app will allow card balances to be viewed, and low balance warnings will be messaged to parents once a card reaches a certain low value threshold.

Please access either the Apple AppStore or Google Play to download the app to your device. Search 'Willunga Charter'.

Parent contact numbers will be provided to Willunga Charter for drivers to access in the event of an emergency.

## Reserving Your Place on Buses for 2023

**To guarantee your reservation on our bus services for the 2023 school year, please complete the attached form, and return either in person or via email to the Investigator College Reception by Friday 13 January, 2023.**

Please complete a separate form for each student requiring the use of the bus service.

This form may also be completed online by visiting:

<https://form.jotform.com/InvestigatorCollege/bus-application>

### Further Information and Useful Links

Information regarding the College bus service is available on the College website:

<https://www.investigator.sa.edu.au/enrolments/transp-ort/>

Bus route information is available on the Willunga Charter website:

<https://willungacharter.com.au/school/investigator-college/>



Planning to use our College buses in 2023?

## Please Complete a Bus Transportation Application Form

**If you are a new or existing bus user, and intend to use our College bus service in 2023, please complete and return the attached form by Friday 13 January 2023 to reserve your place.**

As we have made some key changes to our bus service operations for the 2023 school year, we require all families wishing to utilise our College Bus Service to submit a new Bus Transport Application Form.

This form can be found on the next page, or may be completed online by visiting:

<https://form.jotform.com/InvestigatorCollege/bus-application>



# Bus Transportation Application Form 2023 School Year



Please return the completed form to the College. Bookings must be made prior to travel.  
Please complete a separate form for each student requiring the use of our College Bus Service.

Please note, bookings for full-time or permanent part-time travel will be given priority.

Student Name:  Year Level:  Home Address:

Bus Route			Service	Days (Please Tick/Circle)					Stop Location
1	G1	Hindmarsh Island / Goolwa Beach	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
2	G2	Goolwa North	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
3	G3	Mount Compass / Morgan Park	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
4	G4	Finniss / Middleton	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
5	V1	Normanville / Delamere / Range Road	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
6	V2	Victor Harbor / Port Elliot	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
7	V3	Cape Jervis / Normanville / Yankalilla	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
8	V4	Willunga / Mount Compass . Hindmarsh Tiers / Back Valley	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
7	V5	Normanville / Yankalilla	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	
8	V6	Encounter Bay	Morning	M	T	W	T	F	
			Afternoon	M	T	W	T	F	

By signing this form, you agree to the conditions, fees and code of conduct as outlined in the *Investigator College Bus Travel Information*.

Please view the [College website](#) for detailed bus route and stop information.

Name of Parent/Caregiver:  
(Please Print Clearly)

Signature:

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Mobile Phone:

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Date

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# Investigator College Bus Travel Information



By completing and signing the Investigator College Bus Transportation Application Form, you are acknowledging and agreeing to the following conditions, fees and code of conduct.

## Code of Conduct

Normal school rules apply to students using this service with additional rules that are specific to bus travel.

- Arrive at your bus stop at least 5 minutes earlier than the scheduled arrival time for your stop.
- The driver's directives are to be obeyed.
- Seat belts must be worn at all times.
- Students are to be seated facing forward at all times.
- No standing or placing feet on seats.
- No students are permitted to move about on the bus while it is in motion.
- No shouting or loud noises; a reasonable level of talk is acceptable.
- Student College bus pass must be produced and ready to tap on/off on entry/exit for each journey.
- No bubble or chewing gum, confectionery, food or drinks on the bus. Water is allowed.
- Bags are to be placed by student's feet or in storage area provided and not placed on seats or in the aisle causing trip hazards.
- Students are not to alter, deface or damage in any way the College Bus Pass.
- Lost and faulty bus passes are to be reported immediately.
- Wilful damage to the bus must be paid for by student(s) responsible.
- In cases of serious breaches of bus rules, students may be suspended from the bus.
- Board and exit the bus in an orderly manner.
- Always cross the road at the rear of the bus, not at the front. Crossings and lights must be used at all times where they are provided.

## In case of emergency:

- Remain calm and follow the bus driver's instructions.

## Please Note:

- **The cost of any damage caused to the bus during travel will be charged to the student or his/her family.**
- **The College reserves the right to prohibit any student on the bus service. Students who do not comply with the bus rules may have their travel privileges cancelled.**
- **Every possible care will be exercised by the drivers in the discharge of their duties. The College does not accept any liability for any accident which may arise as a result of, or in connection with, travel on the bus service.**
- **If a bus pass is lost, or becomes faulty, there is a replacement fee of \$5.50 which will be charged to the caregiver.**

## Bus Routes and Stops

Bus Routes are set annually in consultation with our service operator, Willunga Charter. The College reserves the right to make route and timetable changes subject to demand and school operational requirements. Any changes to the College bus services will be notified to parents well in advance of implementation.

**Bus routes and stops are fixed and students will not be set down in between normal stops.**

## Bus Fees & Charges

As advised in the 2023 fee schedule, the bus co-contribution will be \$100.00 per student, per term, and will be applicable to all regular bus users, with a \$5.00 contribution being applicable to those using the bus for casual or once-off travel.

With this in mind, to guarantee that a seat is reserved on the bus, we are asking parents to complete the simple online form to indicate the bus service required and designated stop/s. In the event that buses are full, priority seating will be given to those students who have completed and returned the form.

By returning the Bus Transportation Application Form, you are authorising the College to charge \$100.00 to your account, with payment required when it appears on your next statement. This will guarantee unlimited travel for a student for the whole of the respective term.

Once completed, this will be applied each term, and \$100.00 charged to your account, unless we are informed otherwise. This can be done by contacting the College Finance Office, and informing that the students no longer require the bus service.

If your student(s) needs to use the bus service on a **one-off** or **casual** basis, with no guarantee of a seat, bookings can be made by a parent/caregiver by contacting the College Finance Office no later than 1:00pm for travel that afternoon or the following morning. A smart card can be purchased with minimum blocks of credit charged at \$50.00. This will be charged to your account and payment will be required when it appears on your next statement. Single trips will be charged at \$5.00 per student.

## Tap On/Tap Off System

College buses operate using a 'Tap On – Tap Off' system. Parents will be expected to ensure an appropriate level of credit is maintained on the child's card to allow for the expected travel arrangements.

It is expected that each child utilising a bus provided by Investigator College taps on and off appropriately, at the beginning and end of every trip.

In the event that a satisfactory level of credit is not maintained on the card, the College reserves the right to refuse admission on to the bus.

If a smart card has been lost, or no longer works, a new card will need to be purchased through the College Finance Office at a cost of \$5.50 each. Any credit will be transferred to the new card.

## Provision of Parent/Caregiver Details to Willunga Charter

As a condition of utilising the Investigator College bus service, parent/caregiver contact details, including mobile phone numbers will be provided to Willunga Charter for drivers to access in the event of an emergency.

Signing and returning the Investigator College Bus Transportation Application Form provides consent for the sharing of this information.