

# Karaka School Bus Transport

No child will be permitted to use the bus service unless this form is completed and is held by the school.

Family Name \_\_\_\_\_

Street Address of Residence \_\_\_\_\_

Names of Children: 1. \_\_\_\_\_ Age \_\_\_\_\_

2. \_\_\_\_\_ Age \_\_\_\_\_

3. \_\_\_\_\_ Age \_\_\_\_\_

*“Those eligible for school transport assistance are students in Years 1 to 8 and live within our school zone and those more than 3.2km from their nearest appropriate school, where no suitable public passenger services are available. Eligible students are required to make their own way, or be taken by the parents, up to 1.6 km’s at least, to a school bus service.”*

**Parents should note that the bridge at Bottle Top Bay / Hingaia is considered our bus zone border – those living on the Papakura side of the bridge are deemed to be living in the Papakura South School Zone. Students living at Wesley/Paerata Rise and using the bus are ineligible.**

**Please complete the relevant section below for your child/ren:**

**1. Eligible Students** (Delete section if not applicable)

My child/ren meet the above criteria and will be using the school bus service as an Eligible student. Karaka School is our nearest state school and the distance from the school gate to the gate of our property where we reside is \_\_\_\_\_ km.

**2. Non-Eligible Students** (Delete section if not applicable)

My child/ren do not meet the Ministry criteria for eligibility. However, I wish them to use the school bus for transport to and from school. I understand that fees must be paid within the first two weeks of each term. If unpaid after this time I accept that my child will be stood down without notice.

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |

Rosehill College / Papakura Bus

Wesley/Paerata Rise Bus

**To bring our bus fee structure in line with the Rosehill Bus Network, fees are charged per term per child if living out of zone, regardless of whether they travel one or both ways. Please see the office to enquire about the fee structure.**

**Declaration:**

**I have completed this form in good faith and declare that all information including ages and distances are true and correct. I have read and accept the bus transport rules and conditions of use overleaf.**

Signed (Parent / Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Official Use:

Eligible students: Ages verified

Distance verified

Signed \_\_\_\_\_

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

Your assistance by supporting the following administration practices of the School Bus will be greatly appreciated. It is hoped that by clearly outlining the expectations of our students a number of behavioural problems on the bus can be overcome.

**Fees** – All bus fees for ineligible students must be paid within 14 days of each term. Should payment not be received within 14 days, unpaid students will be stood down immediately. Parents can pay fees at any time to the office or online (they do not need to wait for an invoice/statement to be issued). The responsibility for the payment of fees on time is that of the parent.

**Travelling to School** - Parents are reminded that the responsibility for the behaviour of children while waiting for the bus is that of the parent. Please clearly explain to your child your expectations for safe practice.

**Travelling from School** - The checking of students catching the bus is again being tightened up. Pupils should leave their classroom immediately once the bus bell has rung and proceed to the bus bay. The checklist will be called to ensure that all those expected to travel are present. **Please remind your child in the morning if they are travelling on the bus or not.** Putting a "B" for Bus on their hand in the morning can also help, especially for our junior learners.

**An email or phone call is required for all children who normally travel on the bus BUT will not be travelling on a particular day eg. a parent is picking them up or they are going to a friend's house.**

If a parent is collecting a child from the bus line and hasn't had time to inform the School - the parent or child should inform the teacher in charge and remove the child once the entire list has been called. This will avoid the necessity for people to have to search the school for the missing child.

**Only regular approved bus pupils may travel on the bus OR because of a special circumstance it may be necessary for a child to catch the bus (Parents must inform the office for special one-off travel and pay a small fee for this privilege).**

The purpose of these requirements is to ensure that all children who are to catch the bus do so. Additionally, the school and authorities need to know exactly who is on the bus in the unlikely event of an accident.

### **Behaviour**

The misbehaviour of a few pupils causes ongoing concern. Please discuss with your child the School's expectations of behaviour on the bus. Here are some pointers:-

- Children must remain seated at all times.
- Food and drink are not to be consumed on the bus.
- Children must wear footwear on the bus.
- No inappropriate gestures out of the windows.
- Children will respect the rights of others (name calling, annoying others and physical abuse will not be tolerated).
- Use of mobile phones on the bus is strictly prohibited

All incidents of misbehaviour will be recorded and investigated. Should, after investigation of an incident, the School feel that a child's behaviour is unsatisfactory the following steps will take place.

1. The child will be given a verbal warning and the parent will be advised.
2. The child will be withdrawn from the bus for a period of three weeks.
3. Should misbehaviour continue, consideration will then be given to the permanent removal of the child from the bus.

Clearly, the School, Parents and the Children must all take responsibility for the behaviour of the students while they are in transit. Your assistance by reinforcing the School's expectations will be greatly appreciated.