



CHINCHILLA  
CHRISTIAN COLLEGE

*Let your light shine*

# Bus Handbook 2025





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# Bus Service

This service is provided for Chinchilla Christian College students only and travels directly to/from our campus.

Our bus service to Miles & Drillham provides families with an affordable link to the College on a daily basis. Students are provided with a comfortable, seat-belted and air-conditioned bus to make the journey as enjoyable and safe as possible.

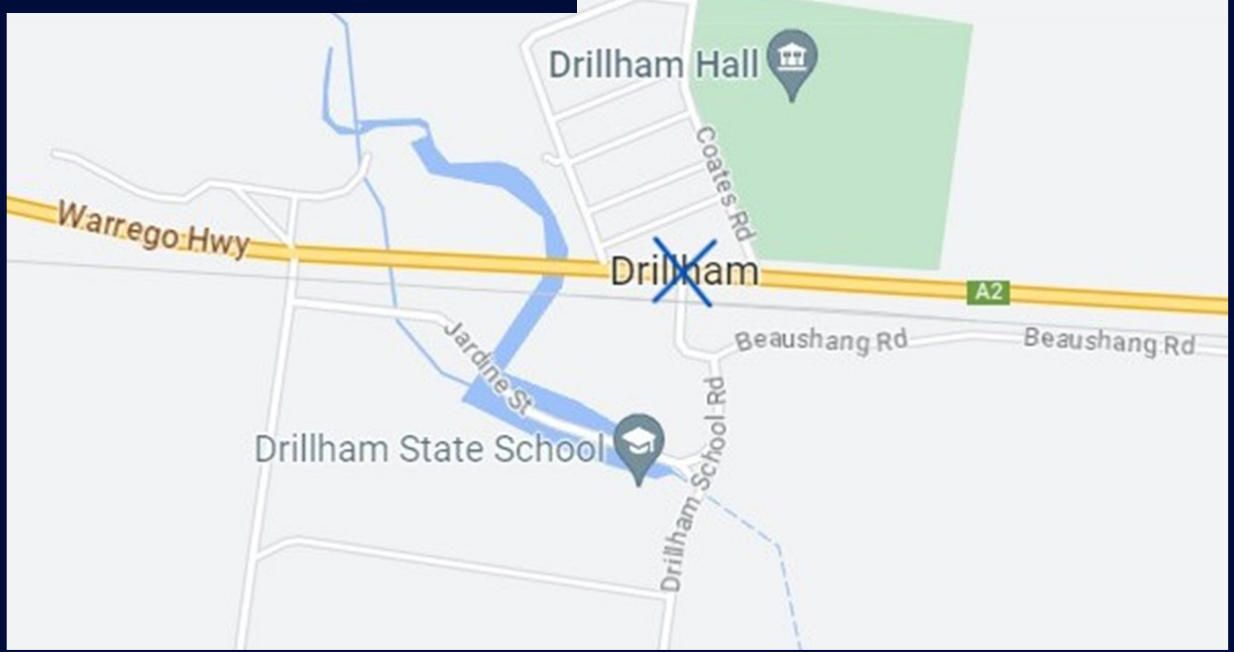
Each morning the bus departs Drillham at 7.20am from the corner of Warrego Highway and Drillham School Road, Drillham, before continuing to Miles. In the afternoon the bus returns at approximately 4:00pm.

The bus departs from the Miles Tennis Club car park in Centenary Avenue at 8:00am, allowing enough time for your children to arrive at the College well before the first bell. In the afternoon the bus returns to the Miles Tennis Club by 3:40 pm.

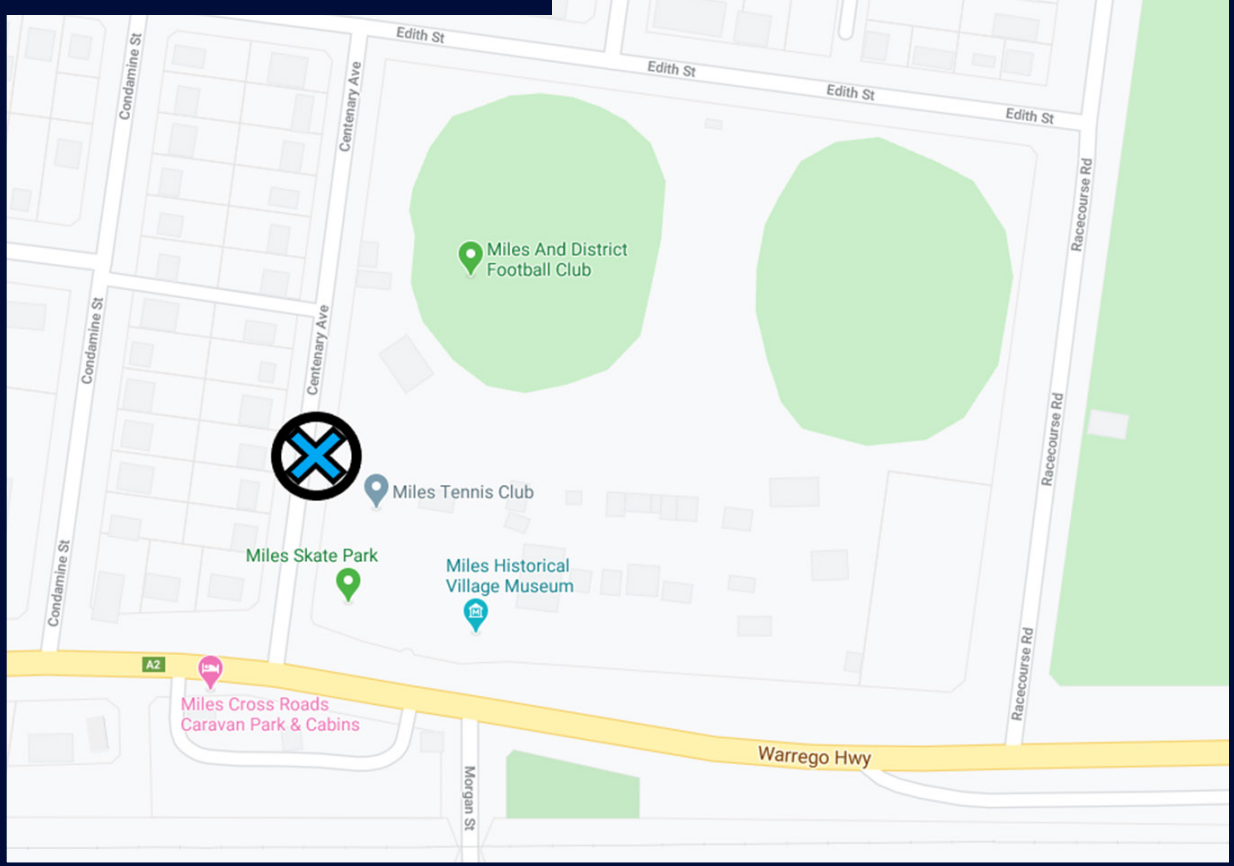
Included in this handbook are Fee Schedules, Application Form, College Bus Agreement and Parent/Student Code of Conduct Fact Sheets.

If you would like to use our College Bus service, please complete the Application Form and College Bus Agreement and return to our Registrar via dropping off at Reception or returning via email to [registrar@chinchillacc.qld.edu.au](mailto:registrar@chinchillacc.qld.edu.au)

DRILLHAM PICK UP & DROP OFF POINT



MILES PICK UP & DROP OFF POINT





## 2025 Fees Schedule - Miles Bus Run

Bus Fees are per allocated seat whether or not a student travels on any particular day.

Fees are calculated on a per term basis and will be included in your tuition fees statement. Payments can be made via Direct Debit, Credit Card Authority or Centrepay.

Financial hardship concessions are available on application. Those who hold a current Pensioner Concession Card or Health Care Card receive a 30% discount on bus fees. Eligibility for hardship concessions is reviewed annually.

**Please note** fees will not be accepted by the bus driver.

### **Term 1 Fees - (49 Days/10 Weeks)**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> and Subsequent Children
\$362.60 (\$3.70 per trip)	\$254.80 (\$2.60 per trip)	No Charge

### **Term 2 Fees - (45 Days/10 Weeks)**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> and Subsequent Children
\$333.00 (\$3.70 per trip)	\$234.00 (\$2.60 per trip)	No Charge

### **Term 3 Fees - (47 Days/10 Weeks)**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> and Subsequent Children
\$347.80 (\$3.70 per trip)	\$244.40 (\$2.60 per trip)	No Charge

### **Term 4 Fees - (43 Days/9 Weeks)**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> and Subsequent Children
\$318.20 (\$3.70 per trip)	\$223.60 (\$2.60 per trip)	No Charge

ANNUAL – 1<sup>st</sup> Child = \$1361.60

ANNUAL – 2<sup>nd</sup> Child = \$956.80

ANNUAL – 3<sup>rd</sup> & Subsequent Children = FREE



## 2025 Fees Schedule - Drillham Bus Run

Bus Fees are per allocated seat whether or not a student travels on any particular day.

Fees are calculated on a per term basis and will be included in your tuition fees statement. Payments can be made via Direct Debit, Credit Card Authority or Centrepay.

Financial hardship concessions are available on application. Those who hold a current Pensioner Concession Card or Health Care Card receive a 30% discount on bus fees. Eligibility for hardship concessions is reviewed annually.

**Please note** fees will not be accepted by the bus driver.

### **Term 1 Fees - (49 Days/10 Weeks)**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> and Subsequent Children
\$539.00 (\$5.50 per trip)	\$382.20 (\$3.90 per trip)	No Charge

### **Term 2 Fees - (45 Days/10 Weeks)**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> and Subsequent Children
\$495.00.00 (\$5.50 per trip)	\$351.00 (\$3.90 per trip)	No Charge

### **Term 3 Fees - (47 Days/10 Weeks)**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> and Subsequent Children
\$517.00 (\$5.50 per trip)	\$366.60 (\$3.90 per trip)	No Charge

### **Term 4 Fees - (43 Days/9 Weeks)**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> and Subsequent Children
\$473.00 (\$5.50 per trip)	\$335.40 (\$3.90 per trip)	No Charge

ANNUAL – 1<sup>st</sup> Child = \$2024.00

ANNUAL – 2<sup>nd</sup> Child = \$1435.20

ANNUAL – 3<sup>rd</sup> & Subsequent Children = FREE





## Application for College Bus Transport

Commencement of Bus Travel requested from      /      /

Bus Run:

Miles

Drillham

Bus Travel  
Required:

Regular Daily Travel (Monday to Friday)

Occasional Travel

**Family Name:** \_\_\_\_\_

Student's Name: 1. \_\_\_\_\_ Year Level: \_\_\_\_\_

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

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

4. \_\_\_\_\_

5. \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

### **Family Contact Details**

Parent/Carer Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### **Emergency Contact Details**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

If a Parent/Carer is not at the designated bus drop off location and the driver is unable to contact the Parent/Carer, the driver will then attempt to contact the designated emergency person. This does not apply to Secondary students, if instructions are given below to say the student may be left unattended at the bus drop off location e.g., student will walk home.

Instructions in the event of no adult present at drop off location (Secondary students only):

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**Please note:** Any changes to the student's bus routine affected during school hours must be communicated through the College Administration on 4522 4000. Outside of school hours, please contact the Bus Driver via SMS or leave a message on the driver's mobile. Bus Driver contact details will be communicated by the Bus Driver. Notification should always be given if your child/children are not travelling on the bus.

Additional information: \_\_\_\_\_

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I, the Parent/Carer, have read and understand the Miles/Drillham Bus Agreement and the Queensland Code of Conduct for Parent/Carer and Student Factsheets. I agree to discuss and encourage the compliance of these rules with my child/children. I agree to contact the Fees Advisor at the College to discuss payment terms available to me for Bus Travel Fees.

I have received a copy of the:

- Miles/Drillham Bus Agreement                      Yes     No
- Qld Code of Conduct Parent/Carer Factsheet    Yes     No
- Qld Code of Conduct Student Factsheet        Yes     No

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

Signature: \_\_\_\_\_

Please complete and return this application prior to commencement of use of our bus service. Completed forms can be scanned and emailed to [registrar@chinchillacc.qld.edu.au](mailto:registrar@chinchillacc.qld.edu.au) or given to Administration Staff at College Reception. Alternatively, please post to: Chinchilla Christian College PO Box 242, CHINCHILLA QLD 4413.





## Miles/Drillham Bus Agreement

The actions of students misbehaving on the bus can affect the ability of the driver to concentrate and compromises the safety of the journey.

By following the expectations listed below, students will be helping to ensure a comfortable, pleasant, and safe ride for all travelling on the bus.

Respect other people and property.

- Respect other people and their possessions.
- Follow the bus driver's directions without argument.
- Do not interfere with bus property, equipment, or signs by marking or damaging them. Parents will be asked to pay for any damage done by their child.

Wait for the bus in an orderly manner.

- Be punctual.
- Wait well back from the bus until it stops.
- Stand quietly without calling out or shouting.
- Do not push other people in the line.

While on the bus, students behave in an appropriate manner.

- Always follow instructions from the driver.
- Sit properly in the allocated seat.
- Wear a seatbelt at all times.
- Do not leave their allocated seated while the bus is moving (no moving around).
- Speak quietly to avoid unnecessary noise.
- Store belongings under the seat or in an appropriate luggage area.

Students must not:

- Bully or annoy other students
- Place feet on the seats.
- Throw any article around, in or from the bus.
- Consume food or drink on the bus.
- Allow any part of their body to protrude out of the bus windows.

When leaving the bus, do so in an orderly manner.

- Wait until the bus stops before standing to get off.
- Check for fallen loose items, i.e. purse/wallet, camera, litter/rubbish, etc.
- Leave the bus in a quiet and orderly manner from the back of the bus first.
- Follow teacher/staff member directions.
- Students should not forget to be nice to the driver and say "thank you" when they leave the bus.

**In case of an emergency or a breakdown, follow the driver's instructions.**

### Mobile Data Connectivity

Students are permitted to have one electronic device when travelling to and from the College. Prep to Year 4 students must not have data connectivity for their device and older students are not permitted to share their internet connection (Hotspot, WiFi, Bluetooth etc.) with other students' devices. All mobile phones and devices are to be handed in to Reception on arrival at the College, (if not handed to the bus driver when leaving the bus) and can be collected before boarding the bus to go home. The College accepts no responsibility for lost, damaged or stolen devices.

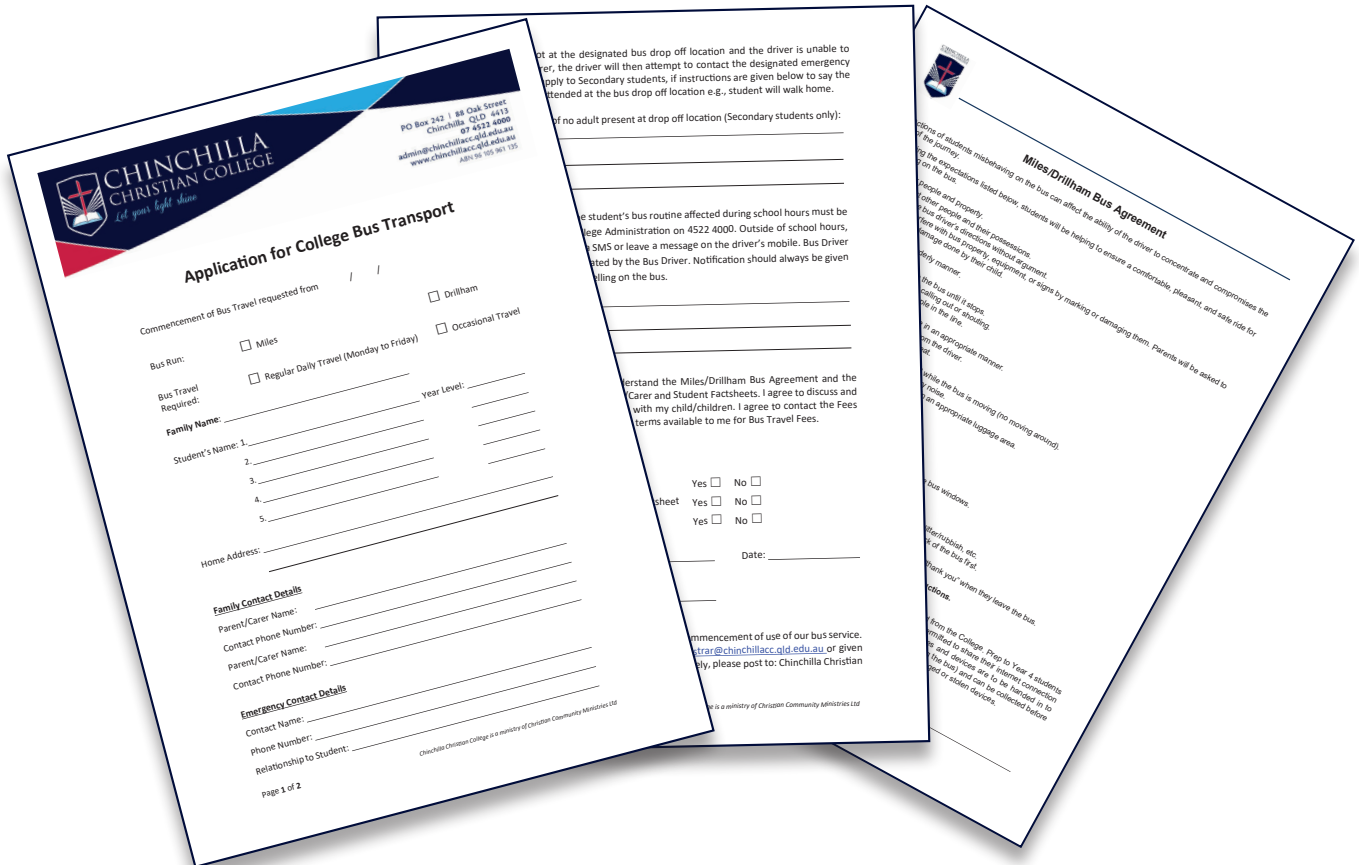
We agree to abide by the expectations set out in this document

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

If you require a copy of these forms, please contact our Registrar

[registrar@chinchillacc.qld.edu.au](mailto:registrar@chinchillacc.qld.edu.au)



Code of Conduct for School Students Travelling on Buses

# Information for Parents/Carers

## What is the Code of Conduct for School Students Travelling on Buses?

The Code outlines expected standards of primary, middle and secondary school student behaviour while travelling on buses so that bus travel can be safe and enjoyable for everyone.

The Code encourages all students to be safe and responsible passengers, provides clear processes for dealing with misconduct, outlines categories of inappropriate behaviour, consequences for students who misbehave (which can include refusal of travel) and the rights and responsibilities of those involved in school bus transport.

## How can I help my children to be safe and responsible bus travellers?

Parents/carers need to ensure that their children have the necessary skills and knowledge to be safe and responsible bus travellers and are capable of travelling independently on the bus.

You can support your children by talking about the Code to ensure that they are aware of their rights and responsibilities and the consequences of misconduct on the bus (which can include refusal of travel).

## Who is involved in implementing the Code of Conduct?

Ensuring the safe transport of each and every child is a shared responsibility which brings together the efforts of students, their parents/carers, schools, bus drivers and bus operators. It is important that parents/carers inform their children about expected behaviours while travelling on buses.

If there are any bus conduct issues involving your child it is important that you cooperate with the bus operator and the school principal in discussing reported incidents of bus misconduct and in implementing agreed consequences (which can include refusal of travel for a period of time). As a parent/carer you play a leading role in influencing and guiding your child's behaviour. Therefore, your involvement in this process is essential to ensure a satisfactory resolution and to help your child understand the importance of safe and responsible bus behaviour.

## What are my responsibilities under the Code of Conduct?

### Parents' and carers' roles

To actively support bus safety with their school aged children.

### Parents' and carers' rights

- Safe and comfortable travel for their children.
- To be respected and treated fairly.
- To be consulted and to receive accurate information about the bus behaviour of their children.

### Parents' and carers' responsibilities

- To ensure that their children are capable of travelling independently on the bus.
- To provide their children with a fare/valid ticket/*go* card.
- To ensure their children have an understanding of the Code and the bus rules and appropriate behaviour.
- To communicate respectfully with the operator, school and transport staff.
- To teach their children about bus safety and raise their awareness of the consequences for misconduct (which can include refusal of travel).
- To demonstrate appropriate bus travel behaviours to their children.
- To co-operate with the school and bus operator in managing bus misconduct and implementing agreed actions (which can include refusal of travel).
- To ensure the safe travel of their children to and from the bus stop.
- To cooperate with the implementation of agreed actions under the Code, which could include refused travel for a period of time or implementation of behaviour agreements to support improvements in students travel behaviour.

### Parents' and carers' expected behaviours

- To provide their children with the correct bus fare/valid *go* card.
- To cooperate with their children's school and the bus operator in discussing behaviour incidents and in implementing any agreed disciplinary action, such as making alternative travel arrangements during a period of refused travel.



#STASCodeParentID



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- To communicate with the bus operator and the school about their children’s bus transport and respond to phone and written communication.
- To address concerns about their children’s bus travel by promptly contacting the bus operator so that relevant issues can be managed using the procedures outlined in the Code.
- To cooperate with the implementation of agreed actions under the Code, which could include refused travel for a period of time or implementation of behaviour agreements to support improvements in students travel behaviour.

## What if a student does not pay the bus fare?

Unfortunately, the incidence of fare evasion by school students has increased in recent times. Some students have exploited the framework for safe travel of school students by not paying the correct fare, thinking that they will not be refused travel.

As a parent/carer, you need to let your children know that they cannot expect to travel on the school bus unless they pay their fare and that there are consequences for fare evasion (which can include refusal of travel for a period of time). Therefore, you must ensure that they have the required bus fare for their school bus travel.

## What about bullying on the bus?

Bullying is a complex societal issue which is not the responsibility of just one individual or group. Everyone, especially those who have responsibility for the care of children, need to cooperate in managing bullying.

Physical bullying which affects the safety of bus travel can be easily observed and is dealt with under the Code. However, other forms of bullying, while being totally unacceptable, can be very difficult to identify as threats to passenger safety.

When the bus driver has concerns, either observed or reported, of bullying issues the bus operator will be advised and will then inform the school of the situation.

Useful information about strategies to identify and to deal with bullying is available for parents/carers at [www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au).

## What can I do if I am dissatisfied with the bus service?

If you are dissatisfied with any aspect of the service provided by the bus company you should contact the bus operator to lodge a complaint and to attempt to resolve the issue.

If you are not able to resolve the matter effectively with the operator you can consider referring the issue to the nearest Department of Transport and Main Roads TransLink regional office (school transport) to investigate according to the Department’s complaints management process.

For the list of regional office locations visit [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport).

## What can I do if I am dissatisfied with a decision made by the bus operator?

After implementing the processes outlined in the Code, an operator may decide to refuse a student travel on the bus or to implement alternative consequences. If you are dissatisfied with this outcome you may request that the operator review the decision.

If attempts to resolve your dissatisfaction with the operator’s decision are unsuccessful and you wish to take the matter further, more formal procedures are involved. In these circumstances you may contact the nearest Department of Transport and Main Roads TransLink regional office (school transport) and request, in writing, a review of the decision.

For the list of regional office locations visit [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport).

## What are the possible consequences for not following the Code\*#?

### Category 4: The behaviour is immediately life threatening

- Refused bus travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year) or
- Permanent refused travel.

### Category 3: The behaviour is dangerous/destructive and highly likely to cause immediate harm to property and others

- Refused bus travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

### Category 2: The behaviour is unsafe where there could be harm to property and others

- First Report – refused bus travel (maximum five school days).
- Repeat Report within 10 school weeks – refused bus travel (maximum 10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

### Category 1: The behaviour is irresponsible but not likely to cause harm

- Report of single incident – written caution considered.
- Report of repeat of incidents in single journey – written caution and/or one to two days refused travel.
- First Repeat Report in 10 school weeks (repeat incidents across multiple journeys) – written caution and/or one to two days refused travel.
- Second Repeat Report in 10 school weeks – maximum five days refused travel and/or behaviour agreement for up to 10 school weeks.
- Third Repeat Report in 10 school weeks – maximum 10 days refused travel and/or behaviour agreement for up to 10 school weeks.

\* *In some circumstances an alternative consequence may be considered appropriate.*

# *Refused travel may apply to all services utilised by the student for travel to/from school operated by different bus operators.*

Effective January 2021

Code of Conduct for School Students Travelling on Buses

## Information for Students

### What is the Code of Conduct for School Students Travelling on Buses?

The Code outlines expected standards of primary, middle and secondary school student behaviour while travelling on buses so that bus travel can be safe and enjoyable for everyone. The Code provides clear processes for dealing with misconduct and outlines consequences for students who misbehave, which can include refusal of travel. The Code encourages all students to be safe and responsible passengers.

### How can I be a safe and responsible passenger?

If you follow these guidelines for student expected behaviours you will be a safe and responsible passenger:

#### Students' role

To be a safe and responsible passenger.

#### Students' rights

- To be safe.
- To be respected and treated fairly.

#### Students' responsibilities

- To act safely and responsibly by:
  - paying a fare
  - following driver instructions
  - following the bus rules and the Code
  - respecting self and others
  - respecting own property and the property of others
  - communicating respectfully with others
  - accepting consequences for bus misconduct (which can include refusal to travel).

#### Students' expected behaviours

- Hail the bus and wait in an orderly manner.
- Respect other people and their property.
- Behave in a way that ensures a safe bus journey for all passengers by:
  - following bus rules
  - staying in the right place
  - behaving in a calm, non-aggressive way
  - keeping hands and feet to self
  - speaking politely
  - storing all objects safely.
- Get off the bus in an orderly manner.
- Follow the driver's safety instructions.

#### Description of students' expected behaviours

##### Hail the bus and wait in an orderly manner

- Stand in a visible location or at a designated bus stop.
- Stand well back from the edge of the road when waiting for the bus.
- Hail the bus as it approaches.
- Remain quiet and calm without pushing or shoving.
- Be patient and wait until the bus comes to a complete stop before getting on.
- Have bus pass, ticket, card or money ready.
- When the bus stops, move quietly to the bus.

##### Respect other people and their property

- Speak respectfully to the driver and other passengers.
- Respect other people's belongings and personal space.
- Ask for permission before touching other people's belongings.
- Keep hands, feet and belongings to self.
- Follow the driver's directions.

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- Follow the bus rules.
- Look after the bus and bus equipment by making sure students:
  - leave the bus and bus equipment tidy and undamaged
  - report any damage to the driver.

### Behave in a way that ensures a safe and enjoyable bus journey for all passengers

- Show the driver bus pass, ticket or ID upon request.
- Pay the correct bus fare.
- Show care, courtesy and common sense while on the bus.
- Sit properly on the bus (if a seat is available) and make sure to:
  - place feet on the floor
  - keep hands and feet out of the aisle
  - face the front of the bus
  - wear a seatbelt at all times, if one is available
  - store belongings under the seat or in an appropriate luggage area
  - remain seated until the bus has come to a complete stop and the door is opened
  - keep entire body inside the bus.
- If required to stand:
  - remain in the area designated by the driver
  - face the front of the bus
  - hold the rail firmly.
- Avoid distracting the driver and remember to:
  - speak quietly
  - use calm voices and polite language
  - use headphones or mute options when using hand-held computer games or electronic devices.
- Keep doors and aisles clear.

### Get off the bus in an orderly manner

- Get off the bus at the designated stop.
- Press the stop button once to signal the intention to get off at the next bus stop or raise hand and say “next stop” to the driver.
- Begin to move to get off the bus when the bus has come to a complete stop and the door is opened.
- Gather belongings and leave the bus in a quiet, safe and orderly way.
- Remove headphones so that the traffic can be heard.
- Wait in a safe location until the bus has moved away before making a decision to cross the road.
- Cross the road safely
  - Look to right, left, right again.
  - Make sure the roadway is clear.
  - Walk, don’t run.

### In case of an emergency or a breakdown, follow the driver’s safety instructions

- Follow the driver’s instructions at all times.
- Wait until the bus stops before standing up to get off.
- Leave the bus in a quiet and orderly way.
- Wait in the area indicated by the driver.

## What are the possible consequences for not following the Code\*#?

### Category 4: The behaviour is immediately life threatening

- Refused bus travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year).
- Permanent refused travel.

### Category 3: The behaviour is dangerous/destructive and highly likely to cause immediate harm to property and others.

- Refused bus travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

### Category 2: The behaviour is unsafe where there could be harm to property and others

- First report – refused bus travel (maximum five school days).
- Repeat report within 10 school weeks – refused bus travel (maximum 10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

### Category 1: The behaviour is irresponsible but not likely to cause harm

- Report of single incident – written caution considered.
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