



GUIDE		
1.	Contact details	<p>Email: bus@calvarycc.qld.edu.au</p> <p>Phone: 07 3287 6222 (8:30am – 16:30 Mon – Fri)</p> <p>App: BusMinder – parent login</p> <p>Drivers: Direct contact with the bus drivers is not possible</p>
2.	Bus Routes	<p>2022 (Semester 1) bus routes are available:</p> <ul style="list-style-type: none">• on the College website• BusMinder Parent App
3.	Bus Stops	<p>Current: Pick-up / Drop off stops are set to existing Translink stops. Please refer to the route maps to identify the most suitable stop for your student/s.</p> <p>Future: While the College has endeavoured to provide a wide selection of stops across many areas, the nearest stop location for some students may not be suitable. To provide requests regarding additional stops, please email bus@calvarycc.qld.edu.au.</p>
4.	Using the Service	<p>When: Students must be at the selected stop 5 - 10 mins <i>before</i> the scheduled time to allow for variations in the traffic conditions from day to day. This applies to both before school pick-up and after school drop off (boarding the bus at the College and parent / suitable person meeting the student at the drop off point). The drivers will <i>not</i> be monitoring a list of bookings.</p> <p>How: Students must use their college student ID card to tap on and off the buses.</p> <p>Tracking: Parents can track which bus their student/s is/are on and the estimated time of arrival using the BusMinder Parent App with a parent login. The GPS tracking system allows you to monitor where the bus is at any point if your student has a BusMinder booking for the route and has tapped on / been logged on by the driver.</p> <p>Payment: The service operates on a pre-paid balance as a pay as you go service. The BusMinder account must remain topped up with a credit balance. Each time the student taps on, the account will be charge for the trip. Cash is not accepted.</p> <p>Cost: A flat fee per student, per trip of \$3.90, except for the Intercampus Bus Service which remains at \$0 for 2022.</p>



5.	Registering	A student will automatically be registered in the BusMinder system within 24 hours of activating the enrolment in TASS. BusMinder App data will update automatically daily from TASS.
6.	Pre-Trip Bookings	A pre-trip booking is not required for a student to use the bus service. Please refer (4) Using the Service – When.
7.	BusMinder Bookings	The College requests that you inform the College of the likely pick-up / drop off point and pattern of usage by each student. This assists with planning and monitoring the bus service, including bus capacity and notifying students when they board the wrong bus. Bookings are made via the Booking Notification Form <i>(self-service option for iPhone & Android – tools in development)</i> . The booking will <u>not</u> result in a charge to the parent account. Charges are incurred per trip.
8.	Notifying the Drivers	Drivers cannot be contacted directly. The drivers will stop at each pre-set stop on the route. Drivers will not depart from each stop before the scheduled time. Students should also hail the driver as the bus approaches to signal the intention to get on the bus. Student/s must be at the stop 5 – 10 mins before the scheduled time to ensure that they do not miss the bus as daily traffic conditions and personal watch / phone settings vary.
9.	Missed Bus	<i>The drivers cannot be contacted directly. If your student/s misses the bus, you will be required to either take the student/s to another bus stop en-route ahead of the scheduled time or take them to the College campus. The bus is unable to turn around, please ensure that students are at the designated stop at least 5 – 10 mins prior to the scheduled time.</i>
10.	Absent	While the Drivers will not be marking attendance, keeping these records as up to date as possible assists both parents and staff to plan for the transport needs of the students and to provide the best possible care when your student uses the Student Transport Service. <i>(You can mark you student/s as absent for a particular booking via the BusMinder Parent App – tool in development).</i>
11.	Supervision	The College policy is to ensure the safety of every student, college staff, the wider community and other road users. Students in Junior School (Prep – Year 6) are required to be supervised by a responsible person. A responsible person includes a parent, carer, nominated adult or mature sibling in Middle Senior School.



		<p>IMPORTANT TO NOTE</p> <p>If a responsible person is not present when a Junior School student arrives at their stop, the student will:</p> <ul style="list-style-type: none"> • remain on the bus and • be taken to OSHC as follows: <ul style="list-style-type: none"> • ALL STOPS (excluding Springwood Campus Intercampus stop) - CARBROOK campus and OSHC CARBROOK by the driver • SPRINGWOOD INTERCAMPUS STOP - OSHC SPRINGWOOD by Bus Sibs duty person <p>OSHC will bill the parents at the standard rate for the care of the student.</p> <p>Where a parent misses the bus at a particular drop-off point, the parent can access the location of the bus via BusMinder Parent App to identify the next scheduled stop to arrive ahead of the bus at that next stop.</p>
12.	OSHC Charges	OSHC charges will include the standard flat rate per session and any additional charge (\$/minute) after the service has closed.
13.	Intercampus Service – Bus Sibs	<p>Supervision is provided to the Intercampus Bus Students as follows Monday - Friday:</p> <ul style="list-style-type: none"> • Mornings – 7:30 – 8:00 (\$0 charge for 2022) • Afternoons – 15:00 – 16:15 (nominal charge of \$2 per student for 2022) <p>The student must be registered for the Bus Sibs afternoon supervision using the Bus Sibs Form.</p> <p>Method of payment of Bus Sibs Supervision – TBC.</p>
14.	Student ID Cards	A student is issued with a Student ID card when enrolling at the College.
15.	Lost / Damaged Cards	<p>A student should go to reception to request a replacement Student ID card.</p> <p>Replacement cards may take up to 3 business days.</p>
16.	Account Top-up	We recommend that the BusMinder account is set to auto top-up with low balance alerts activated.
17.	No Credit Accounts	<p>A student will still be able to use the bus service when there are no funds in the account.</p> <p>The account balance will reflect a balance payable which should be paid within 2 business days. Parents are required to maintain a credit balance to cover the likely use of the bus service by their student/s.</p> <p>Ongoing overdue balances will be followed up.</p> <p>Where necessary, the student/s may no longer be permitted to use the service until the account is paid.</p>



18.	No Student ID Card	A student will be able to use the bus service without a Student ID card. The driver will use the student's surname to manually log the student on the trip.
19.	Parent Logins	Parent login is currently set to the first or main contact recorded in the parent / student records in TASS. Please check your details in TASS to ensure they are up to date.
20.	Additional Logins	Additional parent / carer logins can be created. <ul style="list-style-type: none">- email info@calvarycc.qld.edu.au to authorise the updated contact details to be added to your college record or- update the authorised contact details via the TASS parent lounge
21.	Intercampus Bus Service	The Intercampus Bus Service remains at \$0 for 2022 and is classified as the service where the student/s get on the bus at the Springwood Campus and off the bus at the Carbrook Campus (AM) – vice versa for PM trips. Any other stop (pick-up / drop-off) is a fare paying route and will be charged at the flat rate of \$3.90 per student per trip.
22.	Tracking	The GPS tracking system allows you to monitor where the bus is at any point on any route or in any location. You will be notified when your student boards or disembarks the bus, if you have turned this feature on in the BusMinder Parent App and when the student has boarded correctly (i.e., tap on / off with student card or manually logged by driver). We recommend that you advise the College per point (7) BusMinder Bookings above.
23.	Supervision Alternatives:	Junior School – Carbrook and Springwood <ul style="list-style-type: none">• Mornings – Junior School students are supervised by staff from approximately 8:00am each morning• Afternoons – Junior School students are supervised until 15:15 in the pick-up zones in the parking areas• OSHC – The OSHC service is provided on both campuses. For further information, including hours of operation, cost and CCS, please contact<ul style="list-style-type: none">○ Carbrook OSHC carbrook.oshc@calvarycc.qld.edu.au 07 3209 0324 (direct) or 07 3209 0250 (office)○ Springwood OSHC springwood.oshc@calvarycc.qld.edu.au or 07 3209 0130 9direcct) or 07 3209 0160 (office)○ Mornings 7:00 – 08:30○ Afternoons 15:00 – 18:00 Middle Senior School – Carbrook <ul style="list-style-type: none">• Afternoons – MSS students may go to the MSS LIC each afternoon where they are supervised until 16:45.