



Bus Contribution Program

Who?

Bus travel for Padua College students is a mixed service of private charter, school special and public buses. Both the College and Public Transport Victoria (PTV) prepare the timetables and provide the service, which must operate cost-effectively but with optimum student participation.

What?

The College operates a Bus Contribution Program where parents need to 'opt in' to utilise school bus travel. Parents will be required to contribute to the cost of the service depending on the type of bus the student chooses to travel on.

With the new system, the College will aim to cover the broadest geographical area possible; however, there may be occasions when the College cannot extend services to some areas.

Payment

The College will require a deposit of \$100 by Friday 24 August 2018 as a confirmation of your intention to be allocated a seat on a bus within categories A, B and C in 2019.

The residual balance of your bus contribution will be added to your fee account for 2019.

Bus Services

The bus services have been grouped into relevant travel categories and are as follows:

CATEGORY A Bus Service - \$695 per annum – PRIVATE CHARTER

This is a College Charter Bus that operates under the following conditions:-

- Partially funded by the College as we do not receive any State Government financial support to run this bus because a public bus route exists in this proximity.
- Students are allocated a seat by the College and the bus route can be altered depending on the addresses of the students and time constraints in getting to school on time.
- Bus comes into College grounds for drop off and pick up
- **Eligible students** are those who
 - a) live more than 4.8km from their Campus
 - b) attend their nearest Padua Campus/Catholic school appropriate to their year level
- If vacant seats exist, a **non-eligible** student residing closer than 4.8km or one who attends a campus that is not their nearest, may be allocated a seat.

CATEGORY B Bus Service - \$320 per annum – PRIVATE CHARTER

This is a College Charter Bus that operates under the following conditions:-

- Partially funded by the College as we receive limited Government financial assistance through the conveyance allowance as a public bus route does not exist in this proximity.
- Students are allocated a seat by the College and the bus route can be altered depending on the addresses of the students and time constraints in getting to school on time.
- Bus comes into College grounds for drop off and pickup
- **Eligible students** are those who
 - a) live more than 4.8km from their Campus
 - b) attend their nearest Padua Campus/Catholic school appropriate to their year level
- If vacant seats exist, a **non-eligible student** residing closer than 4.8km or one who attends a campus that is not their nearest, may be allocated a seat at a higher cost of \$695.

CATEGORY C Bus Service - \$320 per annum – MYKI BUS INTO COLLEGE

This is a School Special Bus that operates under the following conditions:-

- This is a hybrid public bus that is provided by PTV that only carries Padua students.
- Students are allocated a seat by the College.
- Bus route cannot be altered.
- Bus comes into College grounds for drop off and pickup
- MYKI card is required to get on this bus which is refundable if student qualifies and provides appropriate documentation to the College (refer to Question 3 under FAQs).
- **Eligible students** are those who
 - a) live more than 4.8km from their Campus and
 - b) attend their nearest Padua Campus/Catholic school appropriate to their year level
- If vacant seats exist, a **non-eligible student** residing closer than 4.8km or one who attends a campus that is not their nearest may be allocated a seat but will not be entitled to a MYKI reimbursement.

CATEGORY D Bus Service – Public Transport Fare – FROM HIGHWAY

This is a public bus that operates under the following conditions:-

- This is a public bus that is provided by PTV that operates independently of the College.
- Students and the public are able to catch this bus.
- Bus route and timetable are set by PTV.
- Bus does not come into the College but drops/picks up students from designated public stops on public roads.
- Any student can get on this bus but **Eligible Students** can receive a reimbursement of their MYKI purchase.
- Mt Eliza Village Services are classified as category D with the benefit of dropping into the College grounds in the **morning only**

Students that have previously been allocated to a public bus are eligible to apply for a seat on a private charter bus under the above conditions (categories A & C buses)

What do I need to do now?

To be considered for a bus allocation in 2019, the following steps must be performed:

- Determine the area (zone) from where your student will catch the bus from

Mornington Campus – Zone 1: Southern Peninsula, Safety Beach to Sorrento including Fingal

Travel Options

1. Private Charter – Fingal Area \$320
2. Private Charter – Rosebud Area \$695
3. School Special MYKI – Sorrento to Safety Beach \$320

Mornington Campus – Zone 2: Flinders, Red Hill, Main Ridge and Westernport Area

Travel Options

1. Private Charter – Flinders, Red Hill, Main Ridge \$320
2. Private Charter – Shoreham, Pt Leo, Balnarring, Merricks, Somers \$320
3. Private Charter – Bittern, Crib Point, Hastings and Moorooduc \$320
4. Private Charter – Tyabb and Somerville \$320

Mornington Campus – Zone 3: Mt Martha and Mornington

Travel Options

1. Private Charter – Mornington & Mt Martha \$695
2. School Special MYKI – Mornington \$320

Mornington Campus – Zone 4: Mt Eliza

Travel Options

1. Private Charter – Mt Eliza Village and Nepean Highway \$695
2. Private Charter – Mt Eliza Humphries Rd \$320
3. Private Charter – Frankston South \$695

Rosebud Campus – All Areas

Travel Options

1. Private Charter – All Areas in zone \$320
2. Private Charter – Out of Zone \$695

Tyabb Campus – All Areas

Travel Options

1. Private Charter – All Areas \$695

- Go to the College website and click on QUICKLINKS and then TRYBOOKING and select the relevant link for your student. This will enable you to book a place on your preferred bus and the following information will be requested:

- Student Name
- Student Date of Birth
- Address
- Booking Option
- \$100 deposit payable via Trybooking

***Confirmation of bus allocations will be sent out before the end of Term 4 with the relevant timetables. For unsuccessful applicants, a refund will be provided.

FAQ's

1. Q I have never had to pay for bussing before, why now?

A Historically the College has received considerable funding through the State Government Conveyance Allowance to support the bus system. We now receive very little – approximately 20% - towards the buses and the parent contribution (together with partial funding from the whole College) is required to ensure we can continue to provide buses for those who want to use them.

2. Q How does the annual contribution amount compare with other schools?

A As a comparison, below are some examples of other school charges:

John Paul College: \$670 - \$720

St Francis Xavier: \$825

St Johns Dandenong: \$1,140

Cornish College: \$1,120 - \$2,080

Toorak College: \$500 - \$2,440

The Peninsula School: \$900 - \$2,560

Flinders College: \$2,060 - \$2,990

*Balcombe Grammar does not support a private bus system.

3. Q Are there any discounts available for bus travel?

A The College will provide the following discount per student for each category to assist financially disadvantaged families. The reduction will be applied to your fee account once a successful CSEF application is received.

Category A: \$175 reduction

Category B: \$50 reduction

Category C: \$50 reduction

Category D: Nil

There is no family discount however, if you have 3 or more students, you may qualify for further assistance.

4. Q I don't want to pay \$695 for a Category A bus, what are my options?

A There is the option of catching public transport to school (Category D) and the cost of a MYKI will be fully reimbursable if you satisfy the criteria set out in the Conveyance Allowance guidelines.

5. Q What is the Conveyance Allowance?

A The Department of Education and Training provides financial assistance in the form of a conveyance allowance to help families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school/campus.

Parents/carers have primary responsibility for transporting their children to and from school. This includes the upfront costs associated with travel to and from school and costs not met by transport fare reimbursement, which is available as part of the Conveyance Allowance.

The Conveyance Allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting children to and from school. The Allowance is an acknowledgement of the limited government-provided transport infrastructure available outside metropolitan Melbourne.

For further information regarding the Conveyance Allowance, please visit the following website:

<http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx>

6. Q How do I get my MYKI card?

A MYKI application forms will be available from the College reception and on the website early in 2019

- i. Complete the application form supplying two legible passport sized photos.
- ii. Bring the form into the Front Office to be stamped and signed at the College.
- iii. Once signed and stamped, you are required to take it to Frankston Station with payment, where a Concession Card and Yearly Pass will then be issued.
- iv. A MYKI tax receipt/invoice will be given to you (make sure you receive the original)

7. Q Am I eligible for a MYKI reimbursement?

A To be eligible for a MYKI reimbursement, a student must reside 4.8 km or more from the school/campus they attend. This distance is measured as the shortest practicable route from the student's residence to the College.

8. Q How do I get my MYKI reimbursement?

A You need to submit the following paperwork

- i. Conveyance Allowance Application Form
- ii. MYKI Reimbursement Request Form
- iii. MYKI tax receipt issued by the train station

9. Q Why do I need to pay \$320 and get a MYKI for a Category C bus?

A As the College manages the number of students that travel on these buses, the \$320 is a contribution towards the administration costs as well as the convenience of being picked up and dropped off within school grounds.

10. Q What administration costs?

A With around 1,400 students using the bus service every day across all Campuses, a dedicated staff member is employed to manage the administration of the bus system and ensure the system is running efficiently. This role includes:
Ensuring all buses are within legal capacity
Liaising with the bus companies
Spot checking of travel
Traffic management to ensure the safety of travelling students and other College traffic
Processing of paperwork for MYKI reimbursement
Managing State Government audit and regulatory compliance requirements

11. Q **Our student lives at two addresses, can they get two buses?**
A Yes, however there will be no discount for the second seat and you will need to pay for both allocations depending on the Category. This will only be available to addresses that are more than 4.8km from the school
12. Q **I currently pay for a bus seat as our student is non-eligible, will I still be able to apply for the bus service?**
A Yes, but you will be asked to contribute \$695 if you are successful in your application. Non-eligible students go on a waiting list until all eligible students, who receive priority, have been allocated.
13. Q **My child only catches the bus occasionally, do I only pay for the days we use the bus?**
A No, you will need to be allocated a full seat which will attract payment with no discount
14. Q **What is the difference between Category D where no payment is required and the other buses?**
A The College manages the number of students allocated to these buses and they drop students into College grounds. Category D is a public bus and it does not come into the College grounds.
15. Q **Do I have to travel on a bus?**
A No, the decision is completely up to you.
16. Q **How do I ensure I get a seat on the bus?**
A Commitment and payment of \$100 via the Trybooking link available on the College website. Seats will be allocated on a first in first served basis and seats will be limited
17. Q **How will I know if my student has been allocated to a seat?**
A Confirmation of a bus seat will be sent out during Term 4. If your application was unsuccessful, a refund of your deposit will be provided.
18. Q **When will the bus timetables be finalised?**
A By the end of Term 4
19. Q **I have paid my \$100 deposit, how and when do I pay the balance?**
A We will add the remaining bus charge to your fee account
20. Q **As I am now paying for the bus, will it be door to door service?**
A We do not offer door to door service due to the balance between student locations, road suitability and time constraints
21. Q **My student currently catches a bus that has an early run and a late run. Now that we are paying for the service, will this change?**
A Double runs will continue to be utilised in areas of close proximity to the College.
22. Q **Will my student have to stand or will they be guaranteed a seat?**
A To ensure we are able to cater for as many students as possible, the College will allocate numbers based on the legal capacity of the bus. The legal capacity is more

than the number of seats so there will be instances where your child will need to stand.

23. Q **Can I bring friends home on the bus that I am allocated to?**
A No
24. Q **Can I use another bus if I have something on after school?**
A No
25. Q **I missed the bus, will it come back and get me?**
A No, you will need to make your own way to school or utilise a public bus (category D)
26. Q **How will you know that I am allocated to the bus?**
A Bus cards will be issued which must be carried at all times. Spot checks will be performed both morning and afternoon
28. Q **Will new bus runs be added if all the seats are taken and I miss out?**
A Only where sufficient demand is met will an extra run be introduced
29. Q **Do I need to complete any paperwork?**
A Yes, every year, a new conveyance allowance form must be completed for students travelling in Categories B, C and D. In addition, Categories C and D require a MYKI reimbursement form prior to your refund being processed. Travel in Category A will not require any further documentation.
31. Q **What happens if I change address?**
A Your payment can be transferred to another service provided there is capacity. If there is no capacity, we will reimburse you the charges on a pro rata basis.
- Please be aware that all 3 campuses are zoned and if you move out of the zone (ie. no longer attending your nearest Campus), you will not be eligible for a conveyance allowance. If capacity exists, you can travel at a cost of \$695.
32. Q **Will I get reimbursed for the bus payments?**
A No, the bus costs represent a co-payment and there will be no reimbursement to parents (unless an address change occurs)

If you are still requiring further information, please email transport@padua.vic.edu.au or contact the Bus Co-ordinator at your campus.