



Bus Contribution Program

2020

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.

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.

Bus routes and services will remain unchanged for 2020 and bookings require a \$100 deposit at the time of booking as confirmation of your intention to be allocated a place. ***The deposit is not refundable for change of mind.***

Bookings operate on a first in basis via Trybooking and open **9am Monday 26 August 2019.**

Trybooking links are available on the designated bus information page on the College website

<https://www.padua.vic.edu.au/enrolment/transport>

A waiting list for 2020 travel is available on Trybooking for buses which have reached capacity. There is no guarantee that we will be able to accommodate your student on the waiting list and this will be managed by the College Transport team and you will be notified if a vacancy arises.

The residual balance of your bus contribution will be added to your fee account for 2020.

What do I need to do now?

To be allocated a bus service in 2020, please complete the following steps:

- Work out the Bus Service that best suits your needs

All bus services have been designated their own information page on the College website with corresponding indicative timetables, routes and general information along with a trybooking link for that specific service.

This information can be found on the College website under the Enrolment and Tours – Transport tab

<https://www.padua.vic.edu.au/enrolment/transport>

- ***Opening Monday 26 August 2019 at 9am,*** apply for a bus place via the relevant Trybooking Link for your preferred service for each student individually.

The Trybooking Link is available on the relevant bus information page on the College website as noted above.

You will be asked to enter the following information on your preferred bus:

- Student Name
- Campus in 2020
- Year Level in 2020
- Address
- \$100 deposit payable via Trybooking

If the bus is already full, please add your child's name on the waiting list.

****** Your application requires a signed Conveyance Allowance form – please supply one if we don't already have this on file or if your address has changed. The Conveyance Allowance is available on the College website.

*******Confirmation of bus allocations will be sent out before the end of Term 4 along with the relevant timetables.



Bus Contribution Program - FAQ's

1. Q How do I book a bus service for 2020?

A Firstly ascertain the service that suits your needs and click on the Trybooking Link that corresponds to that bus service

2. Q Where do I find the Trybooking link?

A All bus services have been designated their own information page on the College website with corresponding timetables and you will find the relevant trybooking link on this page. This information can be found on the College website under the Enrolment and Tours – Transport tab

3. Q Do I need to complete any paperwork?

A Yes, for students travelling in Categories B, C or D your application requires a signed Conveyance Allowance form – please supply one if we don't already have on file or if your address has changed. The Conveyance Allowance is available on the College website. 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.

4. 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:

<https://www.education.vic.gov.au/school/teachers/transport/Pages/conveyance.aspx>

5. **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.
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 2020
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 and Managing State Government audit and regulatory compliance requirements
11. **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

- 12. Q I currently pay for a bus allocation 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
- 13. 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
- 14. 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 place which will attract payment with no discount
- 15. Q Do I have to travel on a bus?**
A No, the decision is completely up to you.
- 16. Q My Yr 12 student has their license and will drive**
A Unfortunately from 2020 onwards, there will be no parking available for Yr 12 students at the College and it is advised that you arrange alternative transport options
- 17. Q How do I ensure I get allocated to a bus?**
A Commitment and deposit of \$100 via the Trybooking link available on the College website. Places will be allocated on a first in first served basis and capacity will be limited.
- 18. Q What if there is no availability left on my preferred bus service?**
A You can go onto the waiting list via the Trybooking link and the College advises booking a place on your second preference as a backup. Your deposit can be transferred if you are successful in attaining a place on your preferred service.
- 19. Q What happens when I am on the waiting list?**
A The waiting list will be managed by the transport team and you will be notified if a vacancy arises
- 20. Q How will I know if my student has been allocated to a seat?**
A You will be able to view how many spots are left on the bus as you book on Trybooking. Once you have successfully booked on Trybooking, you have secured a place on the service for 2020. We will also send out a confirmation towards the end of Term 4.
- 21. 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.
- 22. Q When will the bus timetables be finalised?**
A By the end of Term 4 – we don't envisage significant change however routes and times may need to change slightly from an operational perspective.

- 23. 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.
- 24. Q What happens if a bus doesn't travel near my house?**
A The bus system aims to cover the broadest geographical area possible however there may be occasions when the College cannot extend services to some areas.
- 25. 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
- 26. Q As I am 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
- 27. Q Can I use another bus if I have something on after school?**
A No
- 28. Q Can I bring friends home on the bus that I am allocated to?**
A No
- 29. 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. Please ensure you get in early to book your preferred option.
- 30. Q I missed the bus, will it come back and get me?**
A No, you will need to make your own way to school/home or utilize a public bus service
- 31. 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).
- 32. 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.

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