

ACCESSING A SCHOOL BUS AS A COMPLEMENTARY PASSENGER

From time to time students wish to catch a bus that they don't normally catch. On most occasions this is acceptable practice providing that the following simple procedures are followed.

- Establish which bus service is required and when.
- The parent is too contact the relevant bus driver / contractor to gain approval and out of courtesy.
- The parent obtains and completes a **Bus Access Request Form** which can be obtained from the school office (see below)
- The Contractor/Bus Driver has the right to make the decision whether the Complementary Passenger is granted permission to travel on the bus.

By following this simple procedure, the school knows exactly who is on what bus. Also, the driver is not caught "unawares" and has an opportunity to make any necessary seating arrangements before students get on the bus.

BUS ACCESS REQUEST FORM

Complementary Student: _____

Class/Teacher: _____

Date access requested from School: _____ and/or to school: _____

Bus contractor/driver required to access: (please tick)

- | | | |
|-------------------|--|------------------------------|
| 1. Lancelin South | (Robert Seitz - Driver)
(Kasey Seitz - Owner)
kasey@westnet.com.au | 0457 157 937
0457 027 833 |
| 2. Ocean Farms | (Bev King - Owner)
bakmak@iinet.net.au
(James Bassham - Driver) | 0429 771 203
0418 551 550 |

Parent contact Ph Number: _____

Regular bus student being visited: _____

Bus driver contacted: Y / N

Access Granted: Y/N

Reason for using Bus Service: _____

Parent's signature: _____ Date: _____

Please complete and return (when completed) to the school office at least 1 day prior to your child catching the bus.

Please refer any queries to the Principal