



HUNTER VALLEY
GRAMMAR SCHOOL

PLEASE RETURN THIS FORM TO:

Administration
Hunter Valley Grammar School
PO Box 458
EAST MAITLAND NSW 2323

F 02 4934 2404

E towersd@hvgs.nsw.edu.au

www.hvgs.nsw.edu.au

Newcastle Bus Pass Application Form

APPLICANT DETAILS

| | | | |
|---------------|-------|----------|--|
| SURNAME | | | |
| GIVEN NAMES | | | |
| DATE OF BIRTH | | | |
| ADDRESS | | | |
| SUBURB | STATE | POSTCODE | |

DETAILS OF THE JOURNEY

| | |
|-----------|---|
| Morning | Bus will depart from Union Street bus stop (<i>near intersection of Tooke Street</i>) at 7.45am to arrive at HVGS at approximately 8.25am |
| Afternoon | Bus will depart HVGS at 3.15pm to arrive at Union Street bus stop at approximately 4.00pm |

Note: *The bus will wait no more than 10 minutes when arriving in Newcastle, any remaining students will be taken to Newcastle Police Station. Students are to attend the School library while waiting for the afternoon service.*

TERMS & CONDITIONS

- > To be eligible to travel on the HVGS bus the student must be a student of HVGS and aged 11 years or over. Students under the age of 11 may travel on the bus if accompanied by an older sibling. Otherwise, permission must be granted by the Principal.
- > The student must abide by the Code of Conduct.
- > The Pass is not transferable to another person.
- > The Pass must be presented on boarding the bus.
- > Where a Pass is lost or stolen or damaged beyond recognition the student must contact the School Administration Office.
- > A fee may be charged for the replacement of a lost, stolen or damaged Pass.

Privacy and Personal Information

Personal information provided on this form will be used in accordance with the School's Privacy Policy. (*Refer to the Parent Portal for a copy of the School's Collection Notice and Privacy Policy.*)

Code of Conduct

It is every student's responsibility to behave in a manner that ensures safety and comfort of the passengers and drivers in accordance with the School's Code of Conduct.

Behaving appropriately

- > Respect the needs and comfort of other passengers
- > Act in a manner that is consistent with the School's Values and having regard to the School's Behaviour Management Policy
- > Obey reasonable directions from the driver (*eg where to sit or to remain in the bus*)
- > Keep arms, legs and heads inside the bus
- > Refrain from attracting the attention of the driver except in the case of an emergency.

Respecting property:

- > Protect bus property
- > Ensure that the bus is not vandalised
- > Report any vandalism

Holding passes:

- > Show travel passes to the driver on boarding and when requested
- > Use the travel pass only for its intended purpose
- > Keep your travel pass for your own use

Disobeying these rules may lead to the withdrawal of school bus travel passes and/or dismissal from the School and/or prosecution.

| | | |
|----------------------------|--|------|
| Student Name and Signature | | Date |
| Parent Name and Signature | | Date |