

Information Sheet

Thank you for your enquiry regarding the College bus service to the Mitchelton, Stafford and Chermshire area. Details of pick up/drop off places and times are detailed on the following page. Please note the bus will stop as scheduled only and that no other stops will be permitted. Students need to be at their collection point at the correct time, the bus will not be able to wait for them.

The fare for full-time use is \$490.00 per student per term. Casual bus charge of \$7.35 will apply to 4 trips or less each week. For part-time use (between 5 and 9 trips per week) a sliding scale applies based on your booking. More information is available via the email address below.

Invoices will be issued at the beginning of each term for the term ahead according to the booking made. Casual fees are to be paid via the BusMinder Parent App. Please see the link below on how to set up and top up your account.

<https://youtu.be/4OS58UIn9AE?list=PLndpLuFjErJHYdh-P8mokZ4mu-KNrHUb1>

Once a student is allocated a seat on a full-time or permanent part-time arrangement, this seat is then guaranteed for your student. As a discount has been applied, no reimbursement will be given for students who are sick or do not use their seat. Should you need to make changes to your bookings, please notify us in writing via email, preferably one week before the commencement of a new Term.

Prince of Peace has implemented a GPS-based app for its bus network that allows parents to track their child's school bus, via their smart phone. The secure, user-friendly Bus Minder Parent app can be downloaded from the Apple App Store (for Apple devices) or Google Play Store (for Android devices).

Bookings are taken in the order of receipt of relevant paperwork. Please note that there are a limited number of places available. If you wish to use the bus service on a casual arrangement, please submit paperwork prior to using the service, any bookings to travel on a casual basis must be made by calling or emailing the bus department.

Absentees can be made through the Bus Minder APP, please ensure this is completed by 6:15am for an AM trip and 2:15pm for a PM trip. All other amendments to bus bookings are to be advised to the email address detailed below.

Bus routes are planned based on the location of applications received, please note that we cannot offer a door-to-door service, however, we will endeavour to pick up and drop off at a convenient and safe location. Please note bus routes are subject to change as needed.

Please direct all enquiries to and return this form to

Junior Campus Reception
Prince of Peace Lutheran College
20 Rogers Parade West
Everton Hills Qld 4053
Phone 07 3872 5705
Buses@princeofpeace.qld.edu.au

College Administration: 25 Henderson Road Everton Hills QLD 4053

P: 07 3872 5600 **F:** 07 3872 5783 **E:** school@princeofpeace.qld.edu.au **W:** www.princeofpeace.qld.edu.au

BUS 3 CHERMSIDE/STAFFORD 2025

APPLICATION FORM

Parent's Name: _____

Parent's Address: _____

Postcode: _____

Email address: _____

Parent's Phone: _____(Home) _____(Mob)

Student Names: _____ 2025 Year Level _____

_____ 2025 Year Level _____

_____ 2025 Year Level _____

- ☐ Full time (10 trips per week charged at a discount rate \$490.00 per term).
- ☐ Part time (5 trips or more per week charged on a sliding scale), Guaranteed seat.
- ☐ Part-time (4 trips or less per week (Casual rate \$7.35 per trip), Guaranteed seat.
- ☐ **Casual** (\$7.35 per trip) please check seat availability before each required trip

Please note: If you sign up any of for the first three categories above, your child will be guaranteed a seat on the bus. You will be billed on your fee statement at the start of the term. No credits will be applied to these charges if the service is not used. If your child uses more than the category you have signed up for, it will be charged at the casual rate. Changes can be made in writing two weeks before the start of a new term.

Please detail travel days:

Mornings - ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri

Afternoons - ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri

All students and parents agree to follow the Bus Code of Conduct prior to commencing use of the College bus service. A copy is available on our website.

Parent Signature: _____ Date: _____

Parent Name: _____

Please return completed pages 2-3 to Junior Campus Reception as soon as possible to secure your child's place on the bus.

BUS 3 CHERMSIDE/STAFFORD 2025

Student Name/s: _____

Please tick preferred stops for morning and/or afternoons.

Pick Up Location	Departure Time	✓	Drop Off Location	Arrival Time	✓
Milburn at Fairlane	06.57		Middle and Senior Campus	15.15	
Bus Stop named Gympie Rd near Wallace St	07.05		Junior Campus	15.32	
Webster Road at Wilgarling Street	07.15		South Pine Rd bus stop 43	15.34	
Raymont Road at Chermside Street, Grange	07.25		South Pine Road bus stop 42	15.36	
Raymont Road bus stop at Beatson Tce stop 5A	07.27		Cnr Pullen Road and Teralba Street	15.38	
Stop Samford Rd at Alderley Hotel	07.32		Cnr Glen Holm and St Helens Road	15.40	
Samford Road at Wardell Street, Stop 30	07.34		Stop outside 123 Glen Holm	15.41	
Suez Street	07.38		103 Glen Holm Street	15.42	
Blackwood St at Mitchelton Stop 34	07.42		Glen Holm bus stop 21 before Grovely Tce	15.43	
Outside 103 Glen Holm St	07.44		Blackwood St at Mitchelton stop 34	15.45	
Outside 124 Glen Holm St	07.46		Cnr Cross and Irvine Streets		
Glen Holm Street near St Helens Rd	07.48		Suez Street	15.47	
Cnr Pullen Rd at Teralba Park	07.50		Samford Road at Wardell Street, Stop 30	15.52	
Dargie Street near Murch	07.55		Bus stop Alderley Hotel	15.54	
South Pine Road Bus stop 42	07.58		Cnr Raymont Rd and Royal Pde	15.56	
South Pine Road Bus stop 43	07.59		Raymont at Billington Stop 6	15.58	
Junior Campus	08.00		Raymont Rd at Chermside St	15.59	
Middle and Senior Campus	08.08		106 Webster Rd	16.02	
			Clifford near Stafford Rd Stop 30		
			Webster Road at Wilgarling Street	16.07	
			Webster Rd at Somerset Hills Stop 36	16.09	
			Kingsmills St near Kuran St	16.22	

Bus Minder Parent APP - Information

Prince of Peace is utilising the BusMinder app. As a parent, Bus Minder enables you to view the real-time location of your student's bus, their boarding location, and whether your student is on board. You will also be able to mark your student absent for either the AM, PM or both trips for the day.

There is a trial feature on the parent app, which gives parents the option to "create booking" that is under "manage schedule". Accessing this gives you the option to mark an absentee for the future or to book future travel, however this will create a request that **will need to be approved** by the College Bus Administrator before it is confirmed as booked.

On the screen you will notice a reference to payments, for 2025 the College will continue to bill all full time and part time bookings, however for 2025 we will be implementing the payment system for casual bus users.

A few things to note:

- An absentee for the morning will need to be made by 6:15am, otherwise the driver will not see it. Once a driver logs in for the morning, they will not receive any further absences.
- Please have your student at the stop 5min before scheduled time. The driver will leave the stop after the designated time, he will not be able to call if your student is not there
- Bus Minder may currently only have one emergency email registered per family. If you are unable to login, it may be because your email is not registered. In this instance, please send an email to buses@princeofpeace.qld.edu.au and we will register your email. Please state your student's name for reference.
- Students in Year 7-12, can use their school email address to access the app on their phones. If you would like your Junior Campus student to use this feature, please let us know as we will need to liaise with the school IT Department.
- Parents will still need to contact the school for extra trips, or changes to their current arrangements, please do this via email.

How do I install and use the app?

The secure, user-friendly Bus Minder Parent app can be downloaded from the Apple App Store (for Apple devices) or Google Play Store (for Android devices). Here are a few tips for setting up and using the app:

- To set up Bus Minder on your phone, download the app and click on *Login*, then '*Forgot your password?*'. This will enable you to set a password.
- Once you have logged in, you will be asked whether the app should be allowed to send you notifications. We strongly encourage you to **allow** notifications to enable you to see the location of the bus in real-time, which will help you determine the appropriate time to drop your child(ren) at the pick-up location, or to meet the bus in the afternoon.
- Bus Minder can also alert you when your child boards the bus in the morning and boards and alights the bus in the afternoon.
- The Parent app also contains an alert feature that can be used to send push notifications to your smartphone if there is a problem that may affect the bus run that day. ie a bus delay
- Click on the link below for an example of how the app works.

<https://www.youtube.com/watch?v=X7HFzUOZYr8&feature=youtu.be>

Casual Bus Users and Online payments

<https://youtu.be/4OS58UIn9AE?list=PLndpLuFjErJHYdh-P8mokZ4mu-KNrHUB1>

The video linked above shows how to make a payment and the casual ticket option available. Casual Trips are billed at \$7.35.

If you have any further queries or questions, please feel free to email buses@princeofpeace.qld.edu.au and we will assist you to find the appropriate answer.