



Policies, Procedures and Guidelines

SCHOOL BUS ROUTE POLICY

INF013

BACKGROUND

This policy has been compiled to specifically address the process of determining the location, design and operation of school bus routes and bus stops within the Lachlan Shire.

Assessment and approval of new rural school bus routes or the modification of existing routes is the responsibility of Lachlan Shire Council as the roads authority for the Lachlan LGA. All requests for a new rural school bus route, or a modification of an existing route, should be lodged with Council, either via the bus operator or the funding authority. (Refer to APPENDIX 1 – Application for School Bus Route or Stop).

OBJECTIVES

The objective of this policy is to assess the suitability of school bus routes and bus stops as to the safety of the users of the service and other traffic utilising the same routes.

SCOPE

This policy applies to Council, Bus Operators, parents and guardians whose child/children utilise the bus service and Transport for NSW.

DEFINITIONS

Route: The roads that a school bus travels on to convey school aged children to and from their nearest bus stop to their school. The route does not include the roads travelled on before picking and dropping off any passengers.

Bus Stop: A designated area on the shoulder of a road for a school bus to leave the travelling lane of a road for school aged children to embark and disembark the school bus.

Parents The responsible adult either the parent or guardian whose child/children who utilise the bus service.

Users: School aged children.

Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au				Page 1 of 4
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POLICY

This policy together with the procedure provides the guidelines to assess rural school bus stops and bus routes and approve those routes and stops for use after consultation with the Local Traffic Committee.

In assessing applications or reviewing appropriateness of existing bus stops, Council Staff may refer to Roads and Maritime Services Road Design Guide for reference to standards and best practice.

RELATED DOCUMENTS

School Bus Route Procedure

GENERAL MANAGER

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APPENDIX 1 – APPLICATION FOR SCHOOL BUS ROUTE OR STOP



APPLICANTS DETAILS

Applicant's Name: _____

Address: _____

Contacts Phone: _____ Fax: _____

Email: _____

Bus Company Name: _____

REQUEST FOR A SCHOOL BUS ROUTE

Road Name: _____ Anticipated Number of Stops: _____

Anticipated Number of Users: _____ School Year of Users: _____

Type of Bus to be used on Route: _____

Passenger Capacity: _____ Length: _____

Nominate alternative routes for any sections of the route that are not all-weather access: _____

REQUEST FOR A SCHOOL BUS STOP

Is the proposed stop on an existing bus route? Yes No

Road Name: _____

Rural Address for Proposed Stop: _____

Anticipated Number of Stops: _____ Anticipated Number of Users: _____

Where are the closest bus stops immediately before and immediately after the proposed stop? (please provide the address and distance between stops):

Will the pick-up and drop off point be on the same side or different sides of the road?

SAME SIDE DIFFERENT SIDE

Will users have to cross the road to access the bus stop?

Mornings: YES/NO Afternoons YES/NO

