

## School Bus Stops – Q & A's

### **Q. I have had a request to implement a new school bus stop. What should I do?**

A. The Department of Education's (DET) School Bus Program Policy and Procedures set out the guiding principles for determining bus stop locations. While parents of students may attempt to liaise directly with bus operators regarding bus stop locations, these requests must be directed to the coordinating principal in the first instance.

The coordinating principal can suggest suitable locations for new stops that comply with DET's policy requirements, in consultation with local bus operators, the relevant road authority (council/Vicroads) and/or PTV. In some cases a site inspection may be required with the relevant road authority to determine the suitability of a proposed location and to determine whether works are required to make a location safe.

Once all parties have agreed upon the proposed bus stop location, the coordinating principal should complete the School Bus Stop Notification Form [See Below] and submit it via email to: [schoolbus@ptv.vic.gov.au](mailto:schoolbus@ptv.vic.gov.au)

### **Q. What do I do if a new stop, existing bus stop or school interchange requires works to address safety concerns?**

A. In some situations, new or existing stops may require works to improve their safety. If PTV have previously undertaken work at a location and maintenance is required to bring the original works back to a safe state, then the owner of the site is responsible for ongoing maintenance. For school interchanges, this is the relevant school and for roadside stops, this is the relevant road authority.

In cases where new infrastructure is required to improve safety, coordinating schools may apply to PTV to have works done to upgrade a stop/interchange. The types of work that PTV will undertake include installations of bus stop warning signs, construction of gravel indents and construction and upgrade of school interchanges. PTV considers a number of factors when considering requests for a stop upgrade including the number of students currently using a stop, expected future uses of the stop, the proximity of nearby stops, the scope of work required including costs and the expected level of safety of a stop once the proposed works are complete. Coordinating principals can request a bus stop upgrade by completing the Bus Stop Upgrade Request Form [See Below] and submit it to: [schoolbus@ptv.vic.gov.au](mailto:schoolbus@ptv.vic.gov.au)

While PTV regularly approves stop upgrades, it is important to note that some upgrades will not be approved. In these instances operators need to assess the safety risks associated with continued use of the bus stop. If the risk is deemed unacceptable, then the stop should be removed from the route and students directed to the next nearest stop to access the bus. In accordance with DET's policy requirements, parents/guardians are responsible for transporting their children to the nearest approved bus stop and for their safety while waiting for the bus.

### **Q. Who is responsible for the construction and maintenance of school bus shelters?**

A. The construction and maintenance of bus shelters is the responsibility of local councils. If you believe that a bus stop requires a bus shelter, you should notify the coordinating principal. The coordinating principal can then submit a request to the local council.

In some cases PTV may be able to contribute to the cost of a bus shelter. Local councils can request funding assistance by emailing: [schoolbus@ptv.vic.gov.au](mailto:schoolbus@ptv.vic.gov.au). Funding assistance is not guaranteed and will be considered on a case by case basis.

## SCHOOL BUS STOP NOTIFICATION

Please complete all sections with details of the proposed stop or existing stop to be upgraded -

<b>Coordinating School</b>	eg. Bellarine Secondary college	<b>School Bus Centre</b>	Bellarine
<b>Contract Number</b>	eg. 1234-001	<b>Operator Name</b>	eg. Local Bus Operators P/L

Stop Location/Address	eg. 2032 Geelong-Portarlington Rd, Drysdale		Yes	No	N/A
<b>Description of Stop</b>	Provide details of the number of students using the stop. Also provide details for Both AM and PM of sight distances to the front and rear of the bus, any existing infrastructure (shelters, bus indents etc), whether or not the bus can pull off the roads, proximity of road intersections/driveways.	<b>Bus stop location meets the requirements of the DET Policy?</b>			
		<b>Approved by the relevant road authority (if required)?</b>			
		<b>Bus stop location approved by bus operator?</b>			
		<b>Are works required at this stop? (if yes, please see page 2 for required)</b>			

<b>Coordinating Principal Name</b>		<b>Signature</b>		<b>Date</b>	
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Please return this form to PTV via email to: [schoolbus@ptv.vic.gov.au](mailto:schoolbus@ptv.vic.gov.au)

## BUS STOP UPGRADE REQUEST

This form must be completed and emailed to [schoolbus@ptv.vic.gov.au](mailto:schoolbus@ptv.vic.gov.au) for all school bus stop upgrade requests.

Coordinating schools must liaise with the operator of the service to ensure that the selected stop location is suitable having regard to operational and safety requirements. GPS coordinates for the stop must be provided, along with photos of the proposed upgrade site. The operator of the service should assist the coordinating school as required.

Each request received by PTV is assessed individually by the General Manager Regional Bus Services. If approved, PTV will arrange for a quote for the works to be undertaken. Once a quote is received the request will be given a priority ranking and be placed in the PTV projects register for completion based on priority.

<b>Coordinating school</b>	
<b>Route Name</b>	
<b>Contract Number</b>	
<b>Operator</b>	
<b>Stop Address</b>	
<b>GPS coordinates</b>	Contact PTV for tips on how to obtain bus stop coordinates
<b>Distance to next nearest stop (in kms)</b>	
<b>No. ELIGIBLE students using stop</b>	
<b>Local Government Area (LGA)</b>	eg. City of Greater Geelong
<b>Road Manager</b>	Vicroads or Local Council?
<b>Why are works required at this stop?</b>	eg. There is insufficient road shoulder for the bus to safely pull off the road. The proposed location is in a highway with a speed limit of 100 km/h and the location has sight lines to the rear of approximately 250m.
<b>Details of works required.</b>	Eg. Construction of bus indent and installation of bus warning signs on approach (the local road management authority should provide this information upon making an assessment of the stop)

**PTV Bus Operations Office Use Only (attach this form to all school bus stop initial work requests):**

<b>Processing Officer</b>	<b>Operator Consulted (Date)</b>	<b>Proceed to Work Request?</b>
	/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No