



8 March 2017

Dear Parents/Guardians

## NEW COLLEGE BUS TICKETING SYSTEM

In an attempt to improve the delivery of service for families using the College buses, a new system for purchasing tickets will commence in Term Two. This system is designed to be simpler and more flexible for families, reducing the need to lock in days of travel for the whole term. Invoicing for nominated trips for the term will now be replaced by purchasing a 20-trip pass in advance. These new tickets will be available for sale at the Accounts Department from Monday 20 March 2017 for use from the first day of Term Two.

From Term Two, students will be charged at a flat fee of \$4 per trip. The tickets will indicate the name of the student for accuracy of our rolls and will include squares around the edge to indicate how many trips remain to assist parents in determining when a new ticket needs to be purchased. For ease of family logistics, the names of siblings can be included on one ticket to cover multiple seats used in one trip. A roll will be kept in case the original ticket is lost. It is a condition of use that students must have a ticket, or be on the roll with credit, to access the College buses.

The recommended method of obtaining tickets is to purchase them directly from the College Accounts Department. They may also be purchased over the phone; however, will still need to be collected. Multiple tickets can be purchased at once. To ensure there are sufficient seats, you will be asked to nominate the trips you expect to use. From this information, a roll will be generated to help the driver identify which students to look for at each stop. The booking can be adjusted in advance by texting the driver of a booking change or absence of the student. This way, the driver has an opportunity to confirm availability of seats or allocate the seat to other users. The driver's contact details will be on the ticket. In summary, from Monday 20 March:

- Pay Accounts \$80 and collect a named 20-trip bus ticket to use from the start of Term Two;
- Nominate the trips that will be required to guarantee a seat on the bus for the requested days;
- Text the driver in advance to arrange alterations to the nominated seat booking or for student absences.

The key benefit of this ticketing system to families is the flexibility for days absent or changing schedules. Trips on the bus ticket will only be consumed when students board the bus. I trust the simplicity and increased flexibility will encourage families to take advantage of the College bus services provided exclusively for our students.

Should you have any questions regarding this new system, please do not hesitate to contact the Accounts Department on (07)5573 8686.

Yours sincerely

Bob Nicol  
**Assistant to the Headmaster**  
**Administration and Compliance**



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