



# SCHOOL BUS SHELTER POLICY

Policy Number	C39	Department	Infrastructure Planning [INF]
Adoption Date	25 July 2018	Primary Author	Coordinator Civil Assets
Revision Date	2021/22	Secondary Author	Manager Infrastructure Planning
Revision Cycle	4 years	Reference	D4749618

## POLICY OBJECTIVE

The Policy provides guidelines for the installation or relocation of school bus shelters on Council roads both in the urban and rural areas of the Shire.

The objectives of this Policy are to:

- Have clear guidelines and a transparent process for Council staff as well as the public in dealing with requests for installing school bus shelters.
- Ensure a consistent approach when dealing with requests for the provision of new school bus shelters.
- Ensure compliance with the relevant policies and guidelines issued by Department of Education and Training (DET), Public Transport Victoria (PTV) and Department of Economic Development, Jobs, Transport and Resources (DEDJTP).
- Ensure school bus shelters are installed as appropriate, subject to availability of funds.

## LEGISLATIVE PROVISIONS

Local Government Act 1989.  
Road Management Act 2004.

## DEFINITIONS

<b>PTV</b>	Public Transport Victoria
<b>DET</b>	Department of Education and Training
<b>DEDJTP</b>	Department of Economic Development, Jobs, Transport and Resources
<b>LGA 1989</b>	Local Government Act 1989
<b>RMA 2004</b>	Road Management Act 2004

## POLICY STATEMENT

Council will provide school bus shelters subject to the conditions outlined in the Policy Scope below and within the available budget in any financial year. The budget includes any grants from DEDJTP and Council funds.



## **POLICY SCOPE**

Those person(s) seeking a new or relocation of an existing bus shelter must complete and submit an application using the appropriate form – refer to *Attachment 1*.

All new and relocated bus shelters must comply with the following conditions:

- For designated school bus routes on rural roads, where there are a minimum of 8 school aged children utilising a single stop.
- The location is on an approved school bus route and at a designated stop as approved by PTV within Shire.
- There is sufficient space available in the vicinity of the designated school bus stop to construct an approved school bus shelter without compromising safe movement of vehicular traffic and the integrity of the road infrastructure.
- All applications will be subject to approval of the DEDJTP to qualify for grant funding.

## **FUNDING**

If the allocated funds are less than the cost of provision of the school bus shelters requested within the financial year, then each application will be assessed and prioritised based on the number of school children using the shelter, climatic conditions, distance to the school, etc.

## **MAINTENANCE**

Maintenance of all approved school bus shelters shall be undertaken by the Operations Department on an annual basis. These maintenance works include grass slashing, weeds, gravel or rock base material, cleaning & repair of seats and vandalism. An annual inspection will be carried out in addition to attending to customer requests.

## **RELOCATION**

Relocation of existing school bus shelters shall only occur when a shelter is no longer required by any school children and there is no future prospect for imminent use.

## **APPLICATIONS FOR BUS SHELTERS CATERING FOR LESS THAN 8 CHILDREN**

Applications for school bus shelters, where the minimum provision criteria for the number of prospective children of eight is not satisfied, will receive consideration for part funding by Council subject to:

- The applicant paying the subsidy amount normally received from DEDJTP;
- The applicant agreeing not to hold any ownership of the shelter and also agreeing to its relocation should the shelter no longer be required; and



- A site with less than eight children will receive a lower priority than DEDJTP approved sites.

## **RISK ASSESSMENT**

### **Financial**

There are no financial risks to Council as shelters will be funded from budget allocations, grant subsidies or applicants funding the subsidy component when minimum provision criteria are not satisfied.

### **Reputational**

This policy will improve the safety for school children using the bus shelters due to the construction standard and installation supervision used by Council.

### **Environmental**

The Shelters will provide some weather protection for school children using these facilities.

## **IMPLEMENTATION | AUDIT | REVIEW**

The responsibility and implementation of the policy rests with the Infrastructure Directorate.

This policy will be reviewed and adopted on a 4-year cycle in line with the election of a new Council.

This policy will be published on Council's website.



# Attachment 1

## SCHOOL BUS SHELTER APPLICATION FORM



**South Gippsland Shire Council**

Private Bag 4  
Leongatha VIC 3953  
Phone: (03) 5662 9200  
Fax: (03) 5662 3754

### SCHOOL BUS SHELTER APPLICATION FORM

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contact Phone Number/s: \_\_\_\_\_

Requested Location for Shelter:  
*(Sketch map on reverse of this form if possible)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Children Using Site: \_\_\_\_\_

Bus Line/Driver: *(If known)* \_\_\_\_\_

Other Details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note: Be sure to read Council's Policy with regard to the provision of School Bus Shelters before sending your application.

Further details may be obtained by phoning South Gippsland Shire Council between 8.30 am & 5.00 pm, Monday to Friday on 5662 9200. This form should be returned to South Gippsland Shire Council, Private Bag 4, Leongatha, 3953.