



## SCHOOL BUS SHELTERS

Policy Number	C39	Directorate	Engineering Services
Council Item No.	E.14	Department	Assets
Council Adoption Date	26 February 2014	Primary Author	Manager Assets
Revision Date	February 2018	Secondary Author	Asset Management Coordinator

### POLICY OBJECTIVE

The Policy provides guidelines for the installation or relocation of school bus shelters on Council Roads both in the urban and rural area 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 Early Childhood Development (DEECD), Public Transport Victoria (PTV) and Department of Transport, Planning and Local Infrastructure.
- Ensure school bus shelters are installed as appropriate, subject to availability of funds.

### LEGISLATIVE PROVISIONS

- Local Government Act 1989.
- Road Management Act 2004.

### DEFINITIONS

PTV	Public Transport Victoria
DTPLI	Department of Transport, Planning and Local Infrastructure
DEECD	Department of Education and Early Childhood Development
LGA 1989	Local Government Act 1989
RMA 2004	Road Management Act 2004

### POLICY STATEMENT

Council will provide school bus shelters subject to the following conditions and within the available budget in any financial year. The budget includes any grants from DTPLI and Council funds.

- An application is received on the specified form (**Attachment 1**).
- 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 DTPLI to qualify for grant funding.

If the allocated funds are less than the cost of provision of the 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 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 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 school bus shelters where the number of prospective children is less than 8 will receive consideration for funding subject to:

- The applicant paying the subsidy amount normally received from DTPLI;
- 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 DTPLI approved sites.

Alternatively, the applicant may install an approved shelter, (to Council standards) at the applicant's full cost, at a site approved by Council officers.

## **RISK ASSESSMENT**

There is no significant risk in adopting this policy. This policy will minimise the risk of traffic hazards around the vicinity of school bus shelters as they will be constructed to Council standards under the supervision of Council staff.

## **IMPLEMENTATION STATEMENT**

Council will keep a record of all constructed school bus shelters in the corporate Asset Management System (Conquest) which is linked to Council's Geographic Information System (GIS). All the defects identified and the maintenance work carried out will be recorded in these systems for monitoring the performance of the bus shelters.

This policy document will be published in Council's web site.



## Appendix 1 Application form for Bus Shelters



**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.