



CCPS SCHOOL BUS

Dear Parents,

Please find attached the bus route for the CCPS School bus in Term 1 2025.

If you would like to use the bus this year, please follow the following steps:

1. EMAIL THE BOOKING FORM

To book a place on the bus please complete the attached Bus Booking Form and return it to Administration via email: admin@ccps.qld.edu.au by **9am Friday 24th January**.

2. INSTALL THE BUSMINDER PARENT APP

Caloundra City Private School continues to use the BusMinder Parent app in 2025.

This app has many useful features for parents including bus booking management, a secure payment facility, and the ability to view the real-time location of the school bus.



The BusMinder Parent app can be downloaded from the Apple App Store (for Apple devices) or Google Play Store (for Android devices).

3. SET UP YOUR PAYMENT DETAILS AND BOOKINGS ON THE APP

To assist you in setting up your parent app, please view the [Parent APP User Guide 23.pdf](#)

This User Guide includes information about routes, live tracking, adding an absence, booking through the app, and making payments in the app.

[Please note, not all features shown in the guide will be applicable to CCPS.](#)

Here are a few quick tips for setting up and using the app:

- To set up BusMinder on your phone, click on *Login*, then '*Forgot your password?*'. This will enable you to set your own password.
- Once you have logged in, you will be asked whether the app should be allowed to send you notifications. We strongly encourage you to **allow** notifications to enable you to see the location of the bus in real-time, which will help you determine the appropriate time to drop your child(ren) at the pick-up location, or to meet the bus in the afternoon.
- BusMinder can also alert when your child boards the bus in the morning and boards and alights the bus in the afternoon.
- The Parent app also contains an alert feature that can be used to send push notifications to your smartphone for example major delays to the route, or if a replacement bus is being used for the trip. Please do not log out of the app.



Payment for Bus - All bus payments will be made via the BusMinder App. No bus passes will be issued by School Administration.

How to top up your Parent account & make a payment

Please see a short, "how to" video below on adding payment details, topping up your account and how to set an automatic top up to your student account.

[New Payment & Auto Top Up Video](#)

Bus Pass price

20 trip Bus Passes can be bought through the BusMinder app for \$70.00

4 trip Bus Passes can also be purchased for \$25.00

How to set up Bookings using the Parent APP

Parents can now book their students on a route and stop via the parent app.

Beginning at the route screen, then selecting their student, then onto the calendar and then confirmation. You can follow the steps via the app or see a short video below.

[Parent App Booking video via the route screen](#)

How does the system work/what will my child need to do?

Student ID cards will be used as BusMinder cards. For students traveling to school via bus on the first day of term, their card will be given to them by the bus driver on this morning, otherwise they can be collected from the Admin office before the first trip.

Please note: **It is important that students have their ID Card with them each time they travel and they tap on in the morning and then tap on and off in the afternoon.**

As students board the bus, they **tap their Student ID card** against the BusMinder unit which records their name, location and boarding time. This 'tap' will provide parents with information that their student(s) have boarded or departed the bus via the BusMinder app notification.

All student 'Tap On' and 'Tap Off' information is available to the school in real-time.

Caloundra City Private School is looking forward to implementing this new system which will enhance the safety of the school commute for bus students and their families and will deliver a more efficient bus service.

IMPORTANT:

Please ensure to adhere to the below cut off times for changes to prevent delays and confusion for the Bus Driver.

Cut off times for morning changes: 6:50am (before the bus driver commences the route)

Cut off times for afternoon changes: 2:30pm



EXPRESSIONS OF INTEREST FOR ADDITIONAL STOPS

Families are encouraged to contact Administration via email admin@ccps.qld.edu.au if they would like to lodge an expression of interest for a new stop. CCPS welcomes these expressions of interest for any suburb/area (including those not currently serviced by the school bus) for future decisions about potential additional bus routes.

If you have any questions about anything covered in this letter, please do not hesitate to contact Katherine in Administration on 54375800 or admin@ccps.qld.edu.au



MORNING BUS SCHEDULE

7:00am Depart CCPS

Turn left onto Pelican Waters Blvd and travel to Caloundra Road Roundabout. Turn left. Follow Caloundra Road and turn left into Bellvista Blvd.

- 1. 7:05am Bus Stop – Bellvista Blvd just past Bellcarra Place**
- 2. 7:06am Bus stop – Bellvista Blvd just past Dumbarton Drive**
Follow Bellvista Blvd onto Aura Blvd
- 3. 7:08am Bus stop – Aura Blvd just past Baringa Tavern**
- 4. 7:10am Bus stop – Mcarthur Parade/Aura Blvd**
- 5. 7:12 Bus stop – Bruny St Banya Ave**
- 6. 7:14am Bus stop – Park Ave/Aura Blvd Heading North**
- 7. 7:25am Bus stop- Caloundra Rd at Stradbroke Dr**
- 8. 7:35am Bus stop - Parklands Blvd before Village Way**
Follow Parklands Blvd
- 9. 7:36am Bus stop – Little Mountain Dr/Parklands Blvd**
- 10. 7:37am Bus stop – Parklands Blvd/Liekefett Way**
- 11. 7:38am Bus stop - Parklands Blvd & Sunset Drive just past Parklands Tavern**
Turn left into Saffron Drive. Follow Safron Drive and turn left into Creekside Blvd. Follow until traffic lights. Turn left into Woodlands Blvd and the next right at the lights to Woodlands Blvd
- 12. 7:46 Bus stop – Prosperity Dr**
- 13. 7:47am Bus stop - SCUH Doherty St**
- 14. 7:58am Bus stop - Kawana Bowls Club**
- 15. 7:59am Bus stop – Nicklin Way at Park Haven**
- 16. 8:00 Bus stop - Wurtulla Shopping Village**
Follow Nicklin Way and turn left into Beerburrum Street. Follow onto Elizabeth Street and Buccleugh Street
- 17. 8:20am Arrive CCPS - drop off**

Effective January 2025



AFTERNOON BUS SCHEDULE

Stop Number

3:15pm Depart CCPS

Turn left onto Pelican Waters Blvd and travel to Caloundra Road Roundabout. Turn left. Follow Caloundra Road and turn left into Bellvista Blvd.

- 1. 3:16pm Bus stop – Carpark near Pelican Waters Blvd Park**
- 2. 3:25pm Bus stop – Caloundra Rd at Stradbroke Dr**
- 3. 3:26pm Bus stop - Bellvista Blvd just past Bellcarra Place**
- 4. 3:28pm Bus stop – Bellvista Blvd just past Dumbarton Drive**

Follow Bellvista Blvd onto Aura Blvd

- 5. 3:30pm Bus stop – Aura Blvd just past Baringa Tavern**

- 6. 3:32pm Bus Stop – Mcarthur Parade/Aura Blvd**

Follow Aura Blvd until roundabout at Bells Creek Arterial Rd. Turn right and follow road back to Caloundra Road. Turn right and then follow road until Parklands Blvd intersection. Turn left.

- 7. 3:37pm Bus stop – Bruny St Banya Ave**

- 8. 3:38pm Bus stop – Park Ave/Aura Blvd Heading North**

- 9. 3:45pm Bus stop- Parklands Blvd before Village Way**

Follow Parklands Blvd

- 10. 3:46pm Bus stop – Little Mountain Dr/Parklands Blvd**

- 11. 3:48pm Bus stop – Parklands Blvd/Liekefett Way**

- 12. 3:50pm Bus stop – Stockyard Park Ivadale Blvd**

- 13. 3:53pm Bus stop - Parklands Blvd, just past Parklands Tavern**

Turn left into Saffron Drive. Follow Saffron Drive and turn left into Creekside Blvd. Follow until traffic lights. Turn left into Woodlands Blvd and the next right at the lights to Woodlands Blvd

- 14. 4:03pm Bus Stop - Pacific Lutheran College Woodlands Blvd**

U turn at roundabout and travel back along Woodland Blvd. Turn left and then left onto Kawana Way.

- 15. 4:10pm Bus stop – SCUH Doherty St**

- 16. 4:12pm Bus stop - Number 57 The Decks near Batten Street, Wurtulla**

- 17. 4:15pm Bus stop- Kawana Bowls Club**

- 18. 4:10pm Bus stop – Nicklin Way at Park Haven**

- 19. 4:17pm Bus stop - Wurtulla Shopping Village**

- 20. 4:35pm Arrive CCPS-drop off**

Effective January 2025



BUS INFORMATION FORM

Student Name: **Year Level:**

Student Name: **Year Level:**

Student Name: **Year Level:**

Parent/Guardian Phone Number:

(This number will be put on the bus rolls for the Bus Driver's use)

AM Pick Up Location:

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Days Required:

Monday Tuesday Wednesday Thursday Friday

PM Drop Off Location:

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Days Required:

Monday Tuesday Wednesday Thursday Friday

Other Information:

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.....

Parent/Guardian Name: **Signature:**

Date:

OFFICE USE ONLY

Commencement Date:

Added to Bus Rolls <input type="checkbox"/>	Bus Pass Issued <input type="checkbox"/>	Bus Driver Informed <input type="checkbox"/>
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Bus Code of Conduct

Caloundra City Private School provides a school bus to transport its students to and from School excursions. The following Bus Code of Conduct is based on the School's Code of Conduct principles of Care, Courtesy, Respect and Responsibility.

It is a requirement of the School that all students agree to the Code of Conduct as set out below. Consequences of non-compliance with the code may result in a student not being able to ride on the bus.

Students are required to;

Respect other people and their property

- Follow the Bus drivers and Teachers/Proficiency Coaches instructions without argument.
- Treat other people and their possessions with respect.
- Not interfere with the bus or other people's property.

Wait for the bus in an orderly manner

- Stand quietly without calling out or shouting.
- Not push other people in line.
- Please be punctual. The bus will wait no longer than 2mins past the allocated time at each stop.

While on the bus conduct yourself in an orderly manner

- Always follow instructions from the driver.
- Sit properly on the bus with bottom on the seat.
- Wear the supplied seat belt correctly.
- No food or drink to be consumed while travelling on the bus.
- Store school bags under the seat.
- Speak quietly.

Get off the bus in an orderly manner

- Wait until the bus stops before standing to get off.
- Get off the bus in a quiet and orderly fashion.
- Never cross the road in front of the bus.

Busminder App

- Mark yourself or your son/daughter as 'Absent' if you are not using the bus service for that morning and/or afternoon.
- Carry your bus pass each trip.
- Booking cut-off times are adhered to. Morning cut-off is 6:50am, afternoon cut-off is 2:30pm.

I agree to support and uphold the Caloundra City Private School Bus Code of Conduct. I understand that if the code is not followed, it may mean that I will be refused bus travel.

Students Name:

Date:
