Student Permission Note

Dear Parent / Guardian

I would like to advise of changes to the Permission Note/s request process.

School Student Transport Scheme (SSTS) has very clear guidelines for free student travel being Home to School and School to Home (as per information on Students Bus Pass)

Criteria for Permission Notes:

- Student/s Must have a current bus pass for Cavanagh Bus.
- Student/s Must catch the Bus allocated on their pass.
- If Student isn't catching their ***Nominated Bus,*** then SSTS guidelines are **NOT** met.
- Permission Note are only for 1 x Term
- Any changes to a permission note approved will require a new application.

Note:

If criteria is NOT met, Student is required to pay a fare OR pre-purchase a term pass from the office.

Fare is based on distance of travel, contact office for fare cost.

Seating capacity due to seats belts will also be a factor for travel.

Information Required on all Permission Notes:

- Date; Student/s name and address.
- Parent/Guardian name.
- Pick up location/school; drop off location.
- Contact details, phone number and email.
- Parent/Guardian signature.
- **This form is to be completed and returned to Driver or via email to;** info@symescoaches.com.au

  Any enquires please contact the Office on 02 6722 3598.

Permission Note request is for Students that travel on the bus nominated on their Bus Pass.
If travelling on any other bus, Permission Note and Paid Fare will be required to Travel.

Permission Note Request for Eligible Students:

To Cavanagh Bus & Coach:

Date: …… **School:** …… **Bus Numbers:** ……

I _____**Parent/Guardian of Student/s Name**: _____

Address: _____

Contact Details Phone: _____**Email:** _____

Request: _____

Pick up Location: _____

Drop off Location: _____

Parent/Guardian Signature: _____

Managers Signature Approved: _____ Date: / /

Office Use Only:

☐ **Registered – Allocated Bus – No Fare to be Paid**
☐ **Registered – Non-Allocated Bus – Fare to be Paid $_____**
☐ **Non-Registered Student – Fare to be Paid $_____**

Revision Date: 30/07/2026