



Willaura Primary School BUS POLICY



PURPOSE

Student behaviour on and around buses, and the efficiency of bus services are of vital importance to student safety, an effective bus service and maintenance of student enrolments.

SCOPE

To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education policies and regulations and to ensure bussing issues are dealt with effectively and efficiently.

POLICY

- Students attending government schools may be eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.
- Students attending government schools may also be eligible for a Conveyance Allowance so long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.
- A student may access travel to a school other than the nearest school upon payment of a fare. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis.
- Willaura Primary School has the responsibility for the coordination of school buses, including coordination of student travellers and coordination of Displan procedures etc.
- The Principal and Business Manager will act as Bus Coordinator. They will undertake responsibilities associated with bus travel by students however they may delegate parts of this role to other school staff.
- All students travelling regularly by bus will undertake revision of bus safety rules and procedures at the commencement of Terms 1 and 3 each year.

Bus Rules

Remain well clear from moving buses. Do not attempt or leave from or enter a moving bus.

Keep all parts of body and other objects inside bus at all times.

Remain seated until bus has completely stopped. Use seatbelts when provided.

Students crossing the road after leaving a bus, must do so at the rear of the bus.

Follow all directions given by the Bus Driver, Bus Captain and school staff at all times.

The usual school rules also apply: Stay Safe, Try your Best, Act Responsibly and Respect Others.

- Consequences for misbehaviour will be consistent with the Student Code of Conduct and may lead to suspension from using the bus service.
- A designated staff member will supervise the departure of buses from the school at the conclusion of each school day, including marking each child against an attendance roll and signing the roll.
- Parents are to call or give written notice if their child is not on their designated bus and this will be recorded in writing on the bus roll.
- Buses will not depart until given permission to do so by the staff member on bus duty.
- Only approved travellers may use the bus. Buses will not be overloaded and seatbelts will be used consistently with Department of Education requirements – if seatbelts are there they must be worn.
- Parents and students who regularly use scheduled bus services to travel to and from school must sign and comply with the attached Bus Code of Conduct.
- Each bus will have a student Bus Captain. Their roles and responsibilities will be established by the Principal each year, depending on that student's capabilities and Year level.

COORDINATION

The Principal and Business Manager will act as Bus Coordinator. They will undertake responsibilities associated with bus travel by students however they may delegate parts of this role to other school staff. The following documentation must be up to date;

- a roll/database of approved passengers based on approved applications to travel
- 4 year kinder students are allowed to ride the school bus in accordance to their Bus/Transport Policy
- students' residential addresses, parent's phone number and emergency contact information for each passenger and medical information for each passenger – as required
- route and authorised bus stops and map of the approved route(s) showing a list of the authorised bus stops
- bus timetable with scheduled departure and arrival times
- name of the bus captain(s)
- Emergency procedures to be adopted in the event of a breakdown, accident, bushfire, or other emergency
- Code of Conduct forms.

COMMUNICATION

The following information must be provided in writing to the bus operator by the coordinating Principal:

- a full and current bus roll of students approved to travel on a service
- 4 year kinder students name will be highlighted on the bus roll
- parents must notify the school of any alterations to the bus roll, updated daily
- the name of any students suspended from using the school bus service and the length of the suspension
- any approved changes to bus routes and/or timetables
- changes in bus captains
- changes to school timetables (including early closure times and pupil free days) within a reasonable time period
- emergency procedures and contact details

Reporting Bus operators and drivers are required to report the following matters to the coordinating Principal:

- all instances of student misbehaviour
- any action taken in response to the misbehaviour; as well as recommendations for changes by completing the Notice of concern - behaviour as soon as possible (see attached)

STUDENT RESPONSIBILITY

Those travelling on school buses must comply with the conditions of travel included in the application to travel. Students must:

- be on time to their bus stop each morning and at the bus loading area each afternoon. Students must be at the bus stop 10 minutes prior to the scheduled departure time
- board, alight and travel on buses in a quiet, orderly manner
- sit in an allocated seat if required
- after getting off the bus, remain on the side of the road until the bus has resumed its journey
- 4 year kinder students are allowed to ride the school bus, but may not exit the bus at the Primary School, they will be assigned a bus buddy.

BUS CAPTAINS

Bus captains should be appointed by the coordinating Principal to assist drivers with supervision. The bus captain is to report all instances of misbehaviour to the coordinating Principal.

Review Cycle

This policy is to be reviewed every year by the Policy Committee.
This Policy was last ratified by the Policy Committee

28/05/2019

BUS CODE OF CONDUCT

The Bus Code of Conduct focuses on the need to maintain the safety of the bus system, and the responsibility of parents and student travellers to contribute to safe bus travel.

Willaura Primary School will monitor school bus behaviour in consultation with the bus operators and will take the necessary action ranging from warnings for minor infringements, to suspension from the bus for more serious offences.

As a condition of bus travel, parents and students (where appropriate) are required to sign the following school bus Code of Conduct form and return it to school.

CODE OF CONDUCT

The following Code of Conduct for students has been prepared to maintain our outstanding bus safety record.

Students will:

- Behave in an orderly fashion while waiting at a bus stop, standing still and safely away from the road
- Obey the Bus Driver and Bus Captain's instructions at all times.
- Stay seated at all times
- Talk quietly, and not call out either inside the bus or to passing traffic
- When leaving the bus, wait on the same side of the road until the bus has left the bus stop and if necessary, cross the road only when there is a clear view of the traffic in both directions.

Students will not:

- Distract the attention of the driver
- Harass the driver or any other passenger on the bus
- Fight on the bus or at any bus stop
- Use inappropriate language
- Damage the bus
- Throw litter or any other object, in or from the bus
- Allow any part of his or her body to protrude from the bus
- Use or take on the bus hazardous items
- Play on the road at any bus stop
- Approach a bus until it has completely stopped
- Attempt to board or leave a moving bus.

Students must follow all usual school rules:

Stay Safe, Try your Best, Act Responsibly and Respect Others.

I HAVE READ THIS INFORMATION ABOUT SAFE BUS TRAVEL AND AGREE TO FOLLOW THE BUS CODE OF CONDUCT.

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Signature of Parent/Carer

Signature of Student

Date