



# BUS POLICY

## **Rationale:**

- 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.

## **Aims:**

- 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.
- To ensure bussing issues are dealt with effectively and efficiently.

## **Implementation:**

- Students in rural or regional areas attending 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 in rural or regional areas who do not have access to bus services may be eligible for a Conveyance Allowance to assist in the costs of travelling to school.
- Our college has the responsibility for the coordination of school buses, including coordination of student travellers, conveyance allowance applications and coordination of Discipline procedures etc.
- Our school principal will designate a staff member as the bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the bus coordinator.
- Our school bus coordinator will ensure all students travelling regularly by bus 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 to leave from or enter a moving bus.

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

Remain seated until bus is parked. Use seatbelts when provided.

Students crossing the road after leaving a bus, do so at the rear of the bus, and cross the road only when there is a clear view of the traffic in both directions.

Follow all directions given by the bus driver and bus coordinator at all times.

- Consequences for misbehaviour will be consistent with the Student Code of Conduct, and may lead to suspension from using the bus service.
- The bus coordinator or delegate will supervise the departure of buses from the school at the conclusion of each school day.
- Only approved travellers may use the bus. Buses will not be overloaded and seatbelts will be used consistent with Department of Education requirements – see hyperlink below.
- Each bus will have a bus captain who will mark rolls and report any misbehaviour to bus co-ordinator or principal.

## **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in bus operations occurs, or after every significant bus related incident.

This policy was last ratified by School Council on....

**April 2017**

## SCHOOL BUS

# CODE OF CONDUCT

A school bus Code of Conduct has been developed by local schools and bus companies.

The Code of Conduct focuses on the need to maintain and enhance the safety of the bus system, and the responsibility of parents and student travellers to contribute to hazard-free bus travel through the establishment and reinforcement of safe behaviour patterns whilst in transit and at bus stops.

Each school will monitor student 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. Continual student misbehaviour will increase the period of suspension and ultimately the banning from bus travel.

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 immediately.

### CODE OF CONDUCT

Safe school bus travel is a whole community concern. The following Code of Conduct outlines expectations of students travelling on a school bus.

#### **Students will:**

- Behave in an orderly fashion while waiting at a bus stop
- Obey the driver's instructions at all times
- Remain seated for the whole journey
- Talk quietly, and refrain from calling out to passing traffic
- On 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 by engaging in 'horseplay' such as yelling out or making loud noises
- Harass the driver or any other passenger on the bus
- Fight on the bus or at any bus stop coordination point
- Use foul, abusive or intimidating language
- Vandalise 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
- Play on the roadway
- Approach a bus until it has completely stopped
- Attempt to board or leave a moving bus.

**I HAVE READ THIS INFORMATION ABOUT SAFE BUS TRAVEL AND UNDERSTAND MY ROLE IN MAINTAINING A SAFE TRAVEL ENVIRONMENT.**

.....  
Signature of Parent/Carer

.....  
Signature of Student