

THORPDALE PRIMARY SCHOOL

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 and Early Childhood Development policies and regulations.
- To ensure bus issues are dealt with effectively and efficiently.

Implementation:

- Students attending government schools are 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 are also 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.
- 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.
- The Principal will act as our school's bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the bus company.
- Our school bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of each term.
- The bus coordinator has the authority to withdraw students from using the bus service for breaches to the bus rules, or for unsafe behaviours travelling to or from school.
- Students and their parents/guardians must sign a code of conduct form at the beginning of their enrolment and return it to school by **Wednesday 29th of January** before bus travel can commence.
- A copy of the code of conduct will be sent home to parents at the beginning of each year.

Bus Rules

For a full description of the rules please see the Code of Conduct.

- Respect other people and property.
- Wait for the bus in an orderly manner.
- While on the bus, behave yourself.
- Use approved bus stops.
- When leaving the bus, do so in an orderly manner.
- In case of an emergency or a breakdown, follow the driver's instructions.

Protocol:

- The Principal and/or classroom teachers will supervise the departure of buses from the school at the conclusion of each school day.
- Buses will not depart until given permission to do so by the teacher in charge.
- Close liaison between the coordinator and the bus companies must be maintained.

Consequences:

Consequences for misbehaviour may lead to suspension from using the bus service. This will be at the Principal's direction.

1. The bus driver will speak to the students and try to resolve the situation.
2. If the behaviour continues on a second occasion, the bus driver will complete a student notice of concern and inform the Principal. The Principal will speak to the student, the parents will be rung and a copy of the notice will be sent home to the parents.
3. If the behaviour continues, a second notice will be sent home to the parents and a meeting with them will be required. The student will be prohibited from travelling on the bus for an appropriate period of time. Travel to and from the school is then the parent/carer's responsibility.
4. Further misconduct will result in suspension from travelling on the bus for a lengthier period of time.
5. In the case of a serious breach of the Code of Conduct, the student will *immediately* be prohibited from travelling on the bus for an appropriate period of time. The student is still required to attend school as normal.

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.

THORPDALE PRIMARY SCHOOL

CODE OF CONDUCT AND BUS TRAVEL CONTRACT

What is the Code of Conduct?

The Code of Conduct is a set of behavioural guidelines for students to follow when travelling on school buses. It forms the basis of the bus rules developed to manage student behaviour.

Who does the Code apply to?

It applies to all our students who use our school buses to travel to and from school.

How does the Code benefit your child?

By following the Code, your child will be helping to ensure a comfortable, pleasant and safe ride for all passengers.

What happens if Students do not follow the Code?

If a student does not follow the Code the following action may be taken.

6. The bus driver will speak to the students and try to resolve the situation.
7. If the behaviour continues on a second occasion, the bus driver will complete a student notice of concern and inform the Principal. The Principal will speak to the student, the parents will be rung and a copy of the notice will be sent home to the parents.
8. If the behaviour continues, a second notice will be sent home to the parents and a meeting with them will be required. The student will be prohibited from travelling on the bus for an appropriate period of time. Travel to and from the school is then the parent/carer's responsibility.
9. Further misconduct will result in suspension from travelling on the bus for a lengthier period of time.
10. In the case of a serious breach of the Code of Conduct, the student will *immediately* be prohibited from travelling on the bus for an appropriate period of time. The student is still required to attend school as normal.

What responsibilities do bus drivers have?

Bus drivers are responsible for providing a professional and courteous service.

All drivers must treat students with respect. This includes not using abusive or offensive language and generally maintaining personal standards of behaviour in keeping with other professionals who are responsible for the care of children. Drivers will not leave the bus while students are on board.

Respect other people and property.

- Respect other people and their possessions.

- Follow the bus driver's directions without argument.
- Do not interfere with bus property, equipment, or signs by marking or damaging them. Parents/carers will be asked to pay for any damage done by their child.

Wait for the bus in an orderly manner.

- Be punctual. Students are required to be at their stop 5 minutes before designated pick up time.
- Wait well back from the bus until it stops.
- Stand quietly without calling out or shouting.
- Do not push other people in the line.

While on the bus, behave yourself.

Students must

- Always follow instructions from the driver.
- Sit properly in your allocated seat.
- Store school bags under the seat or in appropriate luggage areas.
- Speak quietly and not create unnecessary noise.

Students must not

- Bully or annoy other students.
- Place feet on the seats.
- Fight, spit or use offensive language.
- Throw any article around or from the bus.
- Consume food or drink, play music or computer games without the permission of the driver.
- Allow any part of their body to protrude out of the bus windows.

Use approved bus stops.

- It is the responsibility of students to get off the bus at their correct bus stop.
- Bus travel is not transferable between buses.

When leaving the bus, do so in an orderly manner.

- Wait until the bus stops before standing to get off.
- Leave the bus in a quiet and orderly manner.
- Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to cross the road. Watch and look for traffic before crossing the road.

In case of an emergency or a breakdown, follow the driver's instructions.

- Wait until the bus stops before standing to get off.
- Leave the bus in a quiet and orderly manner.
- Wait in the area indicated by the driver.

Complimentary Passengers

Complimentary passengers are students that are allowed to travel on a school bus because there is spare capacity. This approval is conditional and may be withdrawn if other eligible students are admitted to the bus.

Parents/carers please retain these pages for future reference.

These rules should be kept home and your child reminded of them regularly.

How can parents/carers help?

The behaviour of students is primarily the responsibility of parent/carers. Please discuss the Code of Conduct with your children so that they fully understand what they should and should not do.

All students have the right to travel free of harassment. Your assistance in explaining the rules to your child will ensure this happens.

Please ensure that you child knows whether they are travelling on the bus on a specific night. If the school has not received written or verbal notification from the parent, the student will be required to travel on the bus.

Please sign and return to the school office

Grant Nicholas,

Thorpdale Primary School Bus Coordinator

All students new to the school who wish to travel by bus **must return this form before they are able to travel on the bus. Students who have not returned this form will not be permitted to travel.**

I agree to abide by the conditions outlined in the Bus Code of Conduct.

Student's name (Please print) _____

Student's signature _____

Parent signature _____

Student's name (Please print) _____

Student's signature _____

Parent signature _____

Student's name (Please print) _____

Student's signature _____

Parent signature _____