



## **School Bus Policy**

This policy statement provides a basis for the conduct of an efficient and safe School Bus service.

1. The purchase of a bus pass for a student implies that the family and student understand this policy and procedures.
2. The primary objective of the bus service is to assist families to get their child from home to school and vice versa.
3. Requests for a particular bus allocation to accommodate extra-curricular activities will be accommodated if possible, but only if there is no adverse impact to other students.
4. All complaints about the bus service should be directed promptly to the Head of School.

## **Bus Procedures and Practice**

At the commencement of each year, the Head of School will explain the procedures to each student.

### **Bus Passes**

1. All bus travellers will be allocated a bus pass. Any deviation from their normal stop requires a temporary pass.
2. Temporary passes can be purchased from reception/student access window at lunchtime for \$2.50, both by existing bus travellers and those who don't hold a yearly bus pass.
3. If students require yearly bus passes for more than one bus, a pass must be purchased for each bus.
4. Bus drivers shall check student passes and students without the correct pass will not be allowed to board the bus.
5. Where the regular stop changes to that stated on the bus pass, this must be requested and a new pass will be issued.

### **Emergency Procedures**

6. In the event of a bus breaking down, the following steps must be taken:
  - Students must stay on the bus until collected by another bus or their parents
  - School must be notified by the relevant bus company
  - School will notify parents of the delay
7. In the case of injuries as a result of an accident the following steps must be taken:
  - School to be immediately notified
  - Depending on the cause of the injury, the school to liaise with police
  - Parents to be notified
8. A School Bus file will be instituted with all buses, their routes, their stops and the students who alight at those stops, the Bus Captains and names of all students who travel on the various buses. This file will be kept in a prominent position in each Reception.

## **Catching and Disembarking**

9. Rostered staff members will supervise those alighting or disembarking at the designated school site at Phillip Island Road or Boys Home Road.
10. Pupils must wait at bus stops and interchanges in an orderly fashion and must not approach their bus until it has stopped.
11. In order to avoid the necessity for haste, pupils should ensure punctual arrival at the bus stop.
12. Boarding and alighting from the bus must be conducted in an orderly manner.
13. Alighting passengers must immediately move away from the vehicle and must wait on the same side of the road until the bus has moved off.
14. Pupils must not attempt to cross the road until the bus has cleared the stop and they have a clear view of the road in both directions. They must never attempt to cross the road from behind a bus or between buses.
15. Pupils must under no circumstances approach, run beside or attempt to touch the bus as it moves away.
16. Parents waiting for students at a bus stop should wait on the same side of the road as the bus, in order to eliminate the risk of pupils running across the road.
17. Always use designated crossings if available, even if crossing flags are not up. When flags are not up, whilst cars do not have to stop, the crossing is considered the safest place to cross the road.

## **Behaviour**

18. Students are expected to maintain the same College standards of behavior and uphold the values of Respect, Excellence, Responsibility, Honesty and Empathy on the bus. They must behave in a sensible and safe manner.
19. Students must be supportive of each other while travelling on the school bus.
20. Students must obey the instructions provided by the bus driver and Bus Captains.
21. Senior Bus Captains will be appointed by the Vice Principal for all school buses and Middle School Bus Captains will be appointed by the Head of Middle School. The Bus Captain is responsible for assisting the driver to maintain a well disciplined and safe bus. If the Captain observes any misbehaviour the offender should be cautioned. The Captain or the driver will report serious misbehaviour to the Vice Principal.
22. In the event of a serious breach of discipline on the bus the driver should contact the Vice Principal. The College and not the driver will apply the necessary consequences and follow up students. The driver may not expel an offending student from the bus. If the offence is extremely serious the driver must stop the bus and contact the school. The College may request that the parents will collect the offending student from the bus.
23. The driver has discretion in regard to seating arrangements, whether students may eat or drink and in establishing reasonable noise levels.
24. Schoolbags and other items are to be placed in the boot or storage bin of the bus if directed by the bus driver. Under no circumstances are school bags to be placed in the aisle.
25. Students should not move from their seats even when the bus is stationary at various stops.
26. Seat belts must be worn when provided on a bus.
27. Where on-going issues occur with a student and their behavior on the bus, the child may be moved to another bus or no longer be permitted to travel on a bus.
28. From time to time, students may be moved to another bus temporarily or permanently for various reasons at the discretion of the College.
29. All matters regarding students using the Bus Service are governed by the principle of safety.