

## SCHOOL BUS POLICY



### Help for non-English speakers.

If you need help to understand the information in this policy, please contact the school's office on 03 9366 2832.

### PURPOSE

St Albans Primary School provides a bus service to assist families to transport children to and from school. The safety of students travelling on school buses is of paramount importance. It is the right of all school bus travellers to have the safest possible service provided. The driver will treat all students respectfully and in turn will be treated respectfully by all students.

It is the responsibility of all bus users to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers.

### SCOPE

The scope of this policy is students who use the school bus.

### POLICY

#### **Bus operators are responsible for:**

Maintaining buses in clean and safe operation including a fire extinguisher that is in operating condition. Fire extinguisher will be maintained by Firepower Fire Services on a six monthly basis. Strict guidelines have to be followed for service and inspection of school buses.

- Publication and distribution of a timetable for pick up and drop off to Admin Team.
- Ensuring the bus carries an accurate list of all bus passengers, listing names, addresses and contact numbers.
- Gaining verbal permission from the Principal regarding student eligibility for the school bus.
- Ensuring only eligible passengers with the required permissions are given positions on the bus.
- Following the procedures for an emergency that arises en route as stated in the Emergency Management Plan 2014-2015.

#### **Bus drivers are responsible for:**

- Driving in a safe manner.
- Ensure that the number of passengers equals the number of seatbelts (i.e. maximum 11).
- Managing student behaviour in a manner consistent with school discipline policies.
- Reporting serious and/or persistent incidents of misbehaviour to Principal or member of the Admin Team.
- Meeting requirements specified in the 'School Transport Policy Manual'.
- Reporting any incidences that occur en route immediately to the Principal.
- Reporting any changes in circumstances orally to the Principal.
- Completing the Driver Qualification and Training Record form and handing it to the Principal.

**Students are expected to:**

- Sit in the seat allocated unless they have approval from the driver to change seats.
- Talk quietly and avoid noise which may distract the driver.
- No eating or drinking on the bus unless permission has been obtained by the bus driver.
- Respect other people's property and the bus.
- Behave in a courteous manner to others on the bus.
- Notify bus drivers of any temporary changes to travel arrangements. The Principal may suspend students from travel on the bus for serious and/or repeated instances of misbehaviour.
- The school Office Manager maintains an accurate and updated record of:
  - Bus routes (maps)
  - Bus passenger list – including name, residential address, contact phone numbers.

**Rules for Passengers:**

- If there is no responsible adult at the drop off point, at the normal time, the child/children will be brought back to school and parents contacted for pick up arrangements.
- Lateness cannot be accommodated, as the driver's schedule allows no time for waiting.
- Remain in your seat at all times and do not put any part of your body outside the bus.
- Respect other passengers and their property.
- Respect the bus and the driver – no litter.
- Talk at normal voice level.
- No abusive/offensive language.
- No throwing anything.
- No eating or drinking unless you have permission from the bus driver.

The driver is responsible for managing behaviour on the bus. It is expected that minor breaches of the rules will be addressed and when these are repeated, they will be reported to admin by the driver. The driver will report serious and/or repeated breaches of these rules, and any incident or concern that interferes with the safe operation of the bus, to the Principal or a member of the Leadership Team.

The school Principal will investigate any reported issue and if it is substantiated the following procedure will be used, over a term.

Step 1 -first incident – lunchtime time-out.

Step 2 – second incident – parents notified.

Step 3 – third incident – 1 day suspension from bus travel.

Step 4 – fourth incident – 1 week suspension from bus travel

Step 5 – fifth incident – permanent removal from the bus passenger list.

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	October, 2022
Approved by	Principal
Next scheduled review date	October, 2026