

HAMLEY BRIDGE PRIMARY SCHOOL BUS POLICY

The Education Department 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.

Bus operators are responsible for :

- Maintaining buses in a clean and safe operation. Strict guidelines have to be followed for service and inspection of school buses.
- Publication and distribution of a timetable for pick and set down to each family.
- Ensuring each bus carries an accurate list all bus users listing names, addresses and contact numbers.

Bus drivers are responsible for :

- Driving in a safe manner.
- Managing student behaviour in a manner consistent with school discipline policies.
- Reporting serious and/or persistent incidents of misbehaviour to Principal.
- Meeting requirements specified in the 'School Transport Policy Manual'.

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.
- Obtain permission from the driver before eating or drinking on the bus.
- 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.

Before students/families invite other students to travel on the bus on an occasional basis, permission must be obtained in advance from the driver.

On some occasions students may need to seek permission to travel on another bus. This can only be done if written permission is given by parents/caregivers and both bus drivers concerned are informed and give their consent.

The school secretary maintains an accurate and updated record of :

Bus routes (maps)

Bus rolls – including name, postal address, residential address, contact phone numbers, pick up and set down points.

Bus timetable – times of pick up and set down for each stop.

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 documented 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.

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 – Blue Slip.

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

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