

POLICY: *Bus Travel* – May 2025

School Council Approval: Not Required

Review Cycle: 3 Years



Rationale:

To provide comprehensive guidelines to ensure that:

- children travel in a safe manner at all times when on school buses
- the methods for dealing with unacceptable/dangerous behaviour are clearly defined
- parents have clear channels of communication about complaints
- there will be a pre-determined and clearly defined method of informing the school of any alterations to transport arrangements.

Guidelines:

- School bus travel is a privilege, not a right. If behaviour on buses is unacceptable, parents will be notified and required to make other arrangements for their child's transport to and from school.
- The safety of all travellers on school buses must be ensured at all times. The following conditions apply to all travellers on our school buses.

Conditions of bus travel – ALL students must;

- be punctual at their bus pick-up point; (arrive 10 minutes before departure time)
- wait at their bus stop in an orderly fashion and not approach the bus until it has stopped;
- enter and leave the bus in an orderly manner;
- store bags according to the bus driver's instructions;
- all items must be secured in bags (eg. Footballs)
- sit in the seat allocated by the Principal
- remain seated at all times and do not move around on the bus while it is in transit;
- not throw articles from the bus;
- treat each other with courtesy and consideration;
- converse quietly and do not call out to passing traffic or fellow students;
- not engage in boisterous conduct, bad language or bullying;
- not consume food or drink other than water on the bus.
- after alighting from the bus, remain on the side of the road, only crossing the road when it is safe to do so.

Implementation:

- Students will travel on their usual bus, unless prior arrangements have been made with the school. A bus note / telephone call / personal request is required, on a daily basis for all changes.
- Unless the school receives notification of a change, children will be placed on their usual bus.
- Children will only be permitted to be marked off/changed on bus lists by their parent/guardian. Parent permission must be obtained before marking off children from a family other than their own.
- Students travelling to school by bus, who intend to return home by other means, must provide the school with a bus note / telephone call / personal request, stating the reason and destination.
- These guidelines apply to bus excursions, as well as daily bus travel to and from school.
- At dismissal, every child must be accounted for either on a bus roll or town list.
- Parents will be provided with a copy of these guidelines and are requested to return their signed agreement to the Principal.
- Bus Captains can only be appointed by the Principal at their discretion.

Reporting Behaviour

- Bus operators and drivers are required to report the following to the Principal;
- All instances of student misbehaviour, any action taken in response to misbehaviour, as well as recommendations for change to seating allocations as a disciplinary measure by completing a notice of concern in writing as soon as possible.
- Loading issues
- Detours or delays due to exceptional circumstances – where possible, delays should be reported immediately by telephone.
- Any issues that may affect ongoing operation

- Any accident that has a direct or incidental relationship to a school bus service
- Unauthorised passengers.

Parent Conduct

- Ensure their child is on time for the bus (arrive 10 minutes before departure time)
- Direct any complaints about the driver or other students on the bus to the Principal. Parents must not seek to discipline other students.
- Work with the school to achieve the best outcomes for your child
- Communicate constructively with the school and use expected processes and protocols when raising concerns
- Follow the school's complaints processes if there are complaints
- Treat all school leaders, staff, students, and bus drivers with respect
- Provide a bus note / telephone call / personal request is required, on a daily basis for all changes.

Notification

Children who are reported misbehaving on the bus by teachers or bus drivers (in writing) will receive a Bus Behaviour Notice at the discretion of the Principal;

▪ 1st Offence

Bus Behaviour Notice completed (sent home) and parent notified (by Principal)

▪ 2nd Offence

Bus Behaviour Notice completed (sent home) and parent requested to make alternative arrangements to transport child to and from school.

NOTE: The duration of the student's bus travel suspension will depend on the nature of the offence/behaviour.

In general, the following suspension periods apply;

▪ 1st Suspension

1 full day of bus travel suspension

▪ 2nd Suspension

3 full days of bus travel suspension

▪ 3rd Suspension

The duration of suspension and/or future bus travel arrangements will be determined by the Principal.

Evaluation:

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Approved by	Principal
Next scheduled review date	May 2028