



# Bus Policy

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## Rationale

Numerous students travel to and from school daily by bus. Student responsibility, behaviour, safety, comfort and supervision is a high priority

## Aim

- To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education policies and regulations
- To ensure bussing 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 may also be eligible for a Conveyance Allowance so long as:
  - The student's parent/s is/are a holder of an eligible Commonwealth Health Care Card or equivalent Concession Card at the time of application
  - they attend the nearest school
  - no bus service is available
  - 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.
- In conjunction with Whittlesea Secondary College, our school has the responsibility for the coordination of school buses, including coordination of student travellers, payment of fares, and coordination of Displan procedures etc.
- Our school will designate staff members to supervise afternoon bus travel

- Parents are responsible for advising our school at the beginning of the year (with their application to travel on a bus), which days their child/ren will require bus travel
- Our school will have a bus roll indicating student bus travel
- Students will promptly make their way to the designated meet point and sit quietly in their bus line where the teacher in charge will mark each student present and escort students to the bus
- It is the responsibility of students to ensure they are at bus line in a timely manner. The teacher in charge will not wait for students who are late, nor will they call for children to come to bus line. If a child is not at bus line, it is assumed they are not catching the bus and they will be marked absent
- Parents are responsible for the transport of students who missed their regular bus
- Poor conduct of students will be reported to the bus program coordinator

## Bus Rules

- Students travelling to school on a bus must go directly to school premises
- Students are not permitted to take friends home on the bus
- Students are required to meet in the school gymnasium immediately after school is dismissed and line up in their designated bus line.
- The teacher in charge will mark students present and walk all students to the bus waiting area
- Students will wait for their bus to arrive, and will line up along one side of the path as their bus approaches
- Students must wait for the bus to come to a complete stop before embarking or disembarking
- Students must keep all parts of body and other objects inside bus at all times
- Students must remain seated until bus is parked. Use seatbelts when provided
- The use of ipods, mobile phones etc is permitted for the use of listening to music, playing games, calling parents etc. Students are not permitted to take video or photographic footage whilst travelling to or from school by bus
- Students crossing the road after leaving a bus, do so at the rear of the bus
- Students must follow all directions given by bus driver
- Bullying behaviour is not tolerated

- Consequences for misbehaviour will be referred to the bus coordinator and may lead to suspension from using the bus service. All referred behavior incidents are to be recorded in the Student Management Tool

**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.

Policy ratified by school council in...

Nov 2012