



Bethanga Primary School

Bus Travel Policy

Our overarching aim is to ensure a safe and happy bus trip to and from school. Bus travel is a privilege that incurs responsibilities. All members of the school community need to be aware of these responsibilities. All parents/bus travellers (regular and occasional) must sign and abide by the bus travellers' agreement located at the end of this document. (This Agreement will be re-visited and signed annually).

Responsibilities:

Children:

- Travel safely at all times by remaining seated with their seat belts on during the trip and not causing distraction to the bus driver.
- Keep noise to a minimum (talking quietly to the person next to you.)
- Not have any part of their body outside of the bus.
- Follow instructions of the bus driver.
- Treat the bus with care.
- Let the bus driver know if they are not travelling home on the bus.
- After alighting from the bus wait on the side of the road until the bus has moved away. Only cross the road when it is safe to do so.
- All children must line up and wait to be told to board the bus by driver and/or teacher on duty.

The Principal:

- Liaise with students, parents and the bus driver.
- Ensure bus routes, timetables and "Code of Conduct" requirements are met.
- Ensure students understand all aspects of bus safety.
- Negotiate appropriate arrival and departure times.
- The code of conduct is to be made available to parents at the beginning of each year.

Parents:

- Ensure students understand aspects of safe bus travel.
- Advise the principal or bus driver of any concerns.
- Assume responsibility for their child at bus stops.
- Advise the bus driver if there are any changes to when students catch the bus.
- Obtain permission from the Principal for unauthorised students to travel on the bus eg a child visiting a friend overnight.
- Wait on the same side of the road as the bus stop to avoid children having to cross the road.

Drivers:

- Drive safely at all times.
- Comply with all safety regulations, VICROADS requirements and DEECD policies and directives.
- Operate the bus according to prevailing road conditions.
- Assume a duty of care for the children on the bus.
- Pull over to a safe spot on the road to speak to any children misbehaving on the bus.
- Take whatever action is necessary to ensure the safety of the children.
- Report to the school any children who breach the code of conduct.
- Depart the school in the afternoon once the teacher on duty has indicated it is appropriate to do so.
- Comply with the approved route.
- Comply with approved list of travellers.
- Comply with, as near as practicable, the timetable. The bus must not leave a stop before the timetabled time and children must not be dropped off at a stop before the timetabled time (unless a parent is waiting).

There is an expectation that students will not eat on the bus. At the discretion of the bus driver, the students may drink water (no cordial) on the bus in hot weather.

It is critical that there be frequent and honest communication between the school, parents and the bus driver. Concerns and issues need to be raised & addressed via the Principal before they escalate.

Consequences

The principal or co-ordinator will:

- Discuss concerns and problems with students.
- Give a first warning (if appropriate) and move student to a new seat. Parents will be contacted by phone and this will be recorded in the bus tracker.
- In the event of a second breach of the code of conduct, contact will be in the form of a phone call and a formal "Notice of Concern – behaviour," which the parent signs and returns to school. This notice is recorded in the bus tracker.
- After a 3rd Incident occurs, the student can be suspended from bus travel for a time period up to the remainder of the school term. The length of the suspension will be at the discretion of the Principal.
- In the event of a severe behaviour, the student can be immediately suspended at the Principal's discretion. A formal student support group (consisting of the student, parents and Principal) will be convened to discuss further action.
- At the start of each term the warning system begins again. No previous warnings can be carried over from one term to the next.

Parents of students may be asked to pay for damage caused by their children to the bus or other property and will be expected to pay any fines incurred for littering or having parts of their bodies outside the bus.

Evaluation:

School Council Approval is not required for this policy however it will be checked for required updates every two years and it will be shared with School Council.

This policy was last reviewed and updated as required February 2021



**BETHANGA PRIMARY SCHOOL
BUS TRAVELLERS' AGREEMENT
(To be signed annually by all bus travellers)**

(To be returned to school)

We have read, and understand, the Bus Travellers' Policy for the school. We agree to the conditions set out in the Policy and will endeavour to see that these conditions are met at all times.

I understand that if I am involved in an incident on the bus I will be given a first warning and I may be given a permanent seat away from distraction and close to the front of the bus. My parents will be notified by phone. This incident will be recorded.

If I am involved in a second incident my parents will be contacted by phone and a "Notice of Concern – behaviour," will be sent home for signing. This incident will also be recorded.

If I am involved in a third incident I will not be allowed to travel on the bus for a period of time as determined by the principal.

NOTE: Each case is treated as an isolated event and the Principal reserves the right to bypass verbal and written warnings, and suspend any traveller, depending on the severity of the issue. (eg. Threats of physical or emotional harm to themselves, the driver or travellers.)

Student Name: _____

Signed (Parent) Date

Signed (Child) Date