

## BUS POLICY

### WAITING: WAIT IN A SAFE AND ORDERLY MANNER

#### **At the country bus stops:**

Students and parents:

- Wait on the correct side of the road
- Wait a safe distance back from the bus stop or edge of the road
- Be early for the bus
- Wait quietly for the bus and be attentive
- Wait until the bus has stopped before moving toward the door
- Get on in an orderly manner

#### **At the school interchange:**

Students:

- Wait behind the fence and in the interchange area until the correct bus has arrived.
- Do not leave the footpath until the bus has stopped completely and all students have alighted from the bus.
- Get on in an orderly manner
- Follow all requests made by any supervising teacher (from any school).

### TRAVELLING: DEMONSTRATE SAFE PASSENGER BEHAVIOUR.

Students should:

- Follow all instructions given by the bus driver
- Sit properly in their allocated seat
- Remain seated during the journey
- Avoid doing anything which distracts the driver, except in an emergency
- Keep noise to a comfortable level
- Store their bags in the correct place
- Place any rubbish in the bin provided
- Not leave the bus unless permission is obtained from a parent, the school, the bus driver or any emergency personnel, if not at their allocated bus stop.

### GETTING OFF: GETTING OFF THE BUS IN A SAFE MANNER

Students should:

- wait until the bus has completely stopped before moving
- allow front passengers to exit first
- move to a safe distance from the bus and wait
- wait for the bus to move off before crossing the road

## **CROSSING THE ROAD: STOP, LOOK, LISTEN & THINK**

Students:

- WAIT! until the bus has moved well away and there is a clear view in all directions
- STOP! Choose a safe place to cross
- LOOK & LISTEN! for traffic
- Hold hands with younger children
- THINK! about when it is safe to cross
- Keep looking and listening as they cross the road
- Ask parents to choose a safe parking spot, preferably on the same side of the road
- Ask parents to cross the road and assist younger children to cross

## **RESPECT: RESPECT FOR OTHERS AND THEIR PROPERTY**

Students:

- Treat all others on the bus with respect
- Follow the instructions of the driver, bus captain or teacher
- Respect bus property by not marking or damaging it
- Treat the property of others with respect
- Never place their feet on the seats
- Never use offensive or inappropriate language

## **CONSEQUENCES FOR STUDENTS WHO MISBEHAVE ON A SCHOOL BUS OR AT THE INTERCHANGE AREA**

If students do misbehave on a bus or at the school interchange, they may incur the penalties below.

The penalties are in place so that all students may feel safe during their bus travel. Students who misbehave can also be dealt with in a fair and consistent manner, no matter which bus operator or school is involved.

The consequences reflect the seriousness of the misbehaviour.

They range from short term suspension of the student's right to travel on any Swan Hill District bus to civil court action and police prosecution.

<p><b>Offensive Behaviour</b></p> <p>Offensive language and behaviour, throwing objects inside the bus, distracting the driver with unreasonable noise, not following a reasonable instruction from the driver, bus captain, bus coordinator or teacher.</p>	<p><b>May lead to:</b></p> <ol style="list-style-type: none"> <li>1. Disciplinary action by the home school for the first offence,</li> <li>1. The loss of all bus travel privileges for up to 10 school days.</li> </ol>
<p><b>Dangerous Behaviour</b></p> <p>Allowing any part of the student’s body to protrude from the bus, bullying behaviour or causing discomfort and distress to other passengers.</p>	<p><b>May lead to:</b></p> <p>The loss of all bus travel privileges for up to ten school weeks and further disciplinary action by the attending school.</p>
<p><b>Very Dangerous Behaviour</b></p> <p>Throwing objects from the bus, fighting, or damaging or destroying bus property.</p>	<p><b>May lead to:</b></p> <p>The loss of all bus travel privileges for up to ten school weeks, and may also lead to civil court action or police prosecution.</p>

**How Penalties are decided:**

If any staff member from a Swan Hill District School, the Bus Operator or Driver, or the District Bus Coordinator, as a consequence of student behaviour, needs to contact the home school seeking disciplinary action under the Bus Code of Conduct, the home school will be responsible for administering the consequences. A decision to suspend a student’s right to use the bus service is made through consultation between the student’s parents or carers, the home school principal and the bus coordinator.

**If A Parent Thinks Their Child Has Been Treated Unfairly:**

Parents should contact the District Bus Coordinator in this situation. If they are still not satisfied, they should put their case in writing to the home school principal who will have this decision reviewed by the Coordinating School Principal and the Bus Coordinator.

**Please Note That:**

In addition to any penalties imposed under the Bus Code of Conduct, the home school principal may take other action under the school’s “Student Code of Conduct”.

**RESPONSIBILITIES OF THE TEACHERS ON BUS DUTY**

The main responsibility of the duty teacher is to ensure the safety of all students, especially bus travellers. This includes students from other schools.

**Be Punctual:**

- Arrive at duty as soon as possible after the last class of the day in the afternoon and remain there until the last bus has left.
- Before school, arrive at duty no later than 8.30am, as some buses arrive as early as 8.15am some days.

**In the morning:**

- Make sure all secondary students enter the school grounds and do not wander across to the netball courts, the oval or down the street. Remember all bus

travellers are the school's responsibility from the time they step foot on the bus until the time they set foot off the bus again.

- Make sure all primary school students are safe as they get off the bus and wait for their shuttle bus.
- Supervise general behaviour in the interchange / rotunda area.
- After the last bus has left the duty reverts to normal yard duty. Remain in the bus / rotunda area until the home group bell has gone and students are moving inside.

#### **In the afternoon:**

- Wear the fluoro green teacher's vest provided by the school so all teachers are clearly visible and identifiable to all travellers, other supervisors and bus drivers.
- Spread out, so that supervision of students is maximised. In general, there should be at least one teacher around each gateway.
- Supervise the exit and entry of students to the buses.
- Help supervise all students arriving from other schools and direct them to the appropriate area if necessary.
- Ensure all students from all schools remain behind the fence until their bus arrives.
- Ensure all students from all schools wait on the footpath until the bus has stopped completely and all travellers arriving on that bus have alighted.
- Check for overall acceptable behaviour in the bus interchange area.
- Report any unacceptable behaviour to the bus coordinator and the supervising teacher from the appropriate school if possible.
- As much as possible, ensure only students who are bus travellers are in the bus interchange area.
- Remain on duty until the last bus has departed.

### **BUS COORDINATOR DUTIES**

1. Maintain an accurate record of all bus travellers for all schools using the "On the Buses" program.
2. Liaise with school bus coordinators at other schools regarding travellers, bus enrolments, and bus passes.
3. Liaise with bus companies and drivers re travellers. Issue them regularly with a current list of travellers, stop locations and any other information that needs to be relayed to them.
4. Advise the parents / guardians of new travellers of the bus number, stop location and approximate times for pickup of students.
5. Keep a record of bus routes.
6. Answer any queries from parents, students, and the public and if necessary refer them to the relevant school, year level coordinator, Bus Company or driver.
7. Sign any appropriate conveyance forms.
8. Supervise bus travel arrivals in the morning at the bus interchange, with particular emphasis on the safety of the Swan Hill Primary School students using the interchange.
9. Supervise bus travel departures at the bus interchange in the afternoon.
10. Issue bus passes as required. Keep a record of these passes.
11. Issue bag passes for town bus travellers. Maintain a record of these.

### **BUS PASSES**

These are only given in extenuating circumstances. (An example is if the child's parents are away from home and consequently the child is staying at a friend's or relative's home.)

If needed a bus pass can be obtained from the district school bus coordinator in the front office at Swan Hill College. Students from other schools should contact the bus coordinator at their school, who will request the pass on their behalf. Parent / Guardian contact should be made with the school, in person, by phone or by a dated and signed note, stating the date/s and the reason for the pass.

Passes will not be given to students for recreational purposes such as birthday parties or sporting activities. It is the parents' responsibility to transport children for these activities. Bus numbers are often near capacity and excess numbers could cause overcrowding.

Passes will be issued at the discretion of the district school bus coordinator at Swan Hill College, after consultation with the attending school.

No bus passes will be issued after the end of lunch time, unless in extreme emergency.

Passes are to be handed to the bus driver at the time of travel.

Bus drivers will not allow a student on the bus without a current appropriate pass.