The School buses service is an integral part of Moriac Primary School’s operation. This document is provided to clarify roles and responsibilities of all stakeholders.

*Failure to abide by these guidelines could result in loss of success to bus services.*

This document contains information on:

- POLICY
- SAFETY RULES
- PARENT PROTOCOLS FOR NOTIFICATION OF BUS TRAVEL
- SCHOOL LESSONS & PARENT DISCUSSIONS WITH CHILDREN
- EMERGENCY EVACUATION DRILLS
- DEALING WITH SCHOOL BUS PASSENGER MISCONDUCT
BUS TRAVEL

Rationale:
The school is unique in that it has a supervised bus entry system in place. Student behaviour on and around buses and the efficiency of bus services are of vital importance to student safety, an effective bus service and maintenance of student enrolments.

Aims:
- To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education and Early Childhood Development and Department of Transport policies and regulations.
- To ensure bussing issues are dealt with effectively and efficiently.

Implementation:

Eligibility
- Students attending government schools are eligible to receive free bus travel to their nearest school, as long as they reside more than 4.8 kilometres from that school.
- Students attending government schools are also eligible for a Conveyance Allowance as long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.
- A student may access bus 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.

Governance
- The school has the responsibility for the coordination of school buses, including coordination of student travellers, payment of fares, and coordination of Displan procedures etc.
- The school will maintain a Bus Passenger Safety and Conduct Guidelines document. This will be distributed each February to parents of bus travelling students. Parents who sign their children up for bus travel after February will be provided with the guidelines.
- Close liaison between the school and the bus companies, in the form of meetings as required, must be maintained.
- The school and the driver have mobile phone and back to base walkie talkie communication options.
- The school will continue to monitor and adjust processes as issues are identified.

Roles - School
- The principal is the designated bus service coordinator. The principal will oversee all responsibilities associated with bus travel by students, including liaison with the bus service providers.
• The principal will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of terms 1 and 3 each year.
• Bus safety drills will be logged on the school’s OHS Activities Calendar to occur concurrently with school safety drills.
• The principal will supervise the departure of buses from the school at the conclusion of each school day, including marking each child against an attendance roll.
• Duty staff will be assigned to mark students on bus each day.
• Duty staff will supervise the departure of buses from the school at the conclusion of each school day, including marking each child against an attendance roll.
• Buses will not depart until given permission to do so by the Duty staff.
• Duty staff will supervise the departure of buses from the school at the conclusion of each school day, including marking each child against an attendance roll.

Roles – Parents
• Parents of listed bus passengers must record (daily) whether their child is on or off bus.
• Parents need to make changes to this no later than 2pm. After 2pm, there is no guarantee that the change will be communicated on time.
• Parents must be at the designated stops at least five minutes prior to the scheduled times.
• Cars parked at designated stops are not to obstruct buses.
• If parents have missed a bus stop, they will need to ensure the student reaches the next stop to utilise the bus service. Buses will only stop at designated stops.

Bus Rules
• Behaviour expectations on the bus are the same as at school and behaviour breaches will be dealt with using existing school processes.
• Consequences for misbehaviour will be consistent with the Student Engagement Policy and may lead to suspension from using the bus service.
• Be at the bus stop early – 5 minutes before scheduled time.
• Wait for the bus in a safe place - away from the road.
• Sit down as soon as possible. Put seat belt on if available.
• Stay seated at all times.
• Keep hands, arms and head inside the bus at all times.
• Do not eat or drink on the bus (except water in hot weather).
• Listen to the bus driver and follow directions.
• Leave the bus carefully and cautiously.
• Stop, look and listen before crossing the road.
• NEVER cross in front of bus – always behind.
• Stay away from the bus if you drop or forget something.

Review Date:
This policy has a four year life and will be reviewed by Moriac Primary School Council in 2017.
SAFETY RULES
Passengers on our school buses must conduct themselves in a way that does not place in jeopardy the safety and well-being of themselves or any other individual. These rules will help ensure everyone travels safely.

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PARENT PROTOCOLS FOR NOTIFICATION OF BUS TRAVEL

1. Bus Application Form is available from the office. This needs to be completed by parent/guardian before travel can commence.
2. School Office will advise of bus travel eligibility and availability. Please read policy on pages 2 & 3 in these guidelines regarding eligibility
3. Parents to mark “ON BUS” or “OFF BUS” every day in Student Diary. One entry for the week is not acceptable as there may be a different teacher reading daily entries (eg relief teacher).
4. Parent requested casual change to bus routes—ie. Student disembarking at another stop on their own bus route. Parents must put a note in the student diary as well as provide a written note to the bus driver.
5. Student requested casual change to bus routes – ie. Student disembarking at another stop on their own bus route. This is prohibited.

6. Change to travel arrangements during the day. ie. Student marked on bus but parents change plans. Office to be notified prior to 2pm unless there is an emergency. Changes made after 2pm cannot be assured of being communicated.

7. Parents waiting at the School on-site bus shelter to change bus travel plans need to inform the teacher on duty.

8. Parents collecting their child early from school (eg sickness) need to inform the office if the child is marked as ‘ON BUS’.

9. Parents MUST be at the bus stop to collect child at least five minutes before scheduled times.

10. Cars parked at designated stops are not to obstruct bus stopping area. This is an offence. Parents park on same side of road as the bus.

11. If parents have missed a bus stop, they will need to ensure the student reaches the next stop to utilise the bus service. Buses will only stop at designated stops.

**SCHOOL LESSONS & PARENT DISCUSSIONS WITH CHILDREN**

**THE SCHOOL BUS DRIVER**

There must be an attitude of respect and cooperation on the part of each child toward the bus driver.

1. The driver of the school bus is responsible for the safety of all children riding on the bus.

2. The driver has the same responsibility as a teacher in controlling discipline.

3. The first duty of the passengers is to obey the driver’s directions promptly.

4. The driver must concentrate on driving the bus. Distraction may cause them to have an accident.

**SAFETY**

1. Leave home on time - hurrying to the bus can cause accidents.
2. Impress on children the correct procedure in establishing a safe route to the bus stop. Develop proper attitudes and understanding of the right-of-way of motorists. Point out how unsafe acts can lead to incidents.

3. Where possible, wear bright clothing if there is rain or fog.

4. Walk on a footpath where available. Otherwise, walk on the edge of the road facing traffic.

5. Watch for cars or trucks turning or backing out of driveways.

6. Never cross the road at curves -- motorists cannot see you.

7. Cross at corners after carefully checking both ways for vehicles.

8. Obey all traffic signs and rules.

**AT THE BUS STOP**

Teach children the correct location to wait for the bus. Emphasize the danger involved in unsafe acts such as standing on the road, playing chasey on the road or throwing stones.

Points to emphasize to children:

1. Wait quietly - do not play on roadway.
2. Do not damage property at the bus stop, including vegetation.
3. Do not leave litter at the bus stop.
4. Stand back about 3 metres from the roadway while waiting for the bus.
5. If children must cross the roadway to board the bus, look in both directions for traffic, then wait until the bus driver signals before crossing the road.

**ON THE BUS**

1. Speak to the driver in a pleasant manner.
2. Go directly to the closest seat and sit down. Put sat belt on where provided.
3. Keep seated until the bus comes to a complete stop.
4.

**LEAVING THE BUS**

1. Don’t push or shove, but move quickly.
2. Be pleasant and courteous to the driver.
3. Use the handrail and take one step at a time when leaving the bus.

AT THE END OF SCHOOL DAY

1. Staff need to dismiss students on time.
2. Staff rostered on to bus duty must leave their classrooms promptly and make their way to the bus shelter, picking up the bus lists from the office on the way.
3. Children should make their way directly to school bus shelter as quickly as possible to avoid holding up bus departure and hence, disrupting drop off times.

EMERGENCY EVACUATION DRILLS

Due to the increased number of students being transported in present-day traffic with a potential increase in accident hazards, there is a need to instruct students to vacate a school bus in case of an emergency.

Important factors pertaining to School bus evacuation drills are:

1. Emergency drills are scheduled for terms one and three each year.
2. All drills will be supervised by the bus driver and the principal or by persons assigned by the principal to act in a supervisory capacity.
3. Drills will be held on school property and not on bus routes.
4. The driver should stay in the bus during evacuation drills. They should be sure that safety items are enacted (eg. the emergency brake is set, ignition off and transmission in gear).
5. Students are not permitted to take lunch boxes, books, etc. with them when they evacuate.
6. The students will go to a distance of at least 30 metres from the bus in an emergency drill and remain there in a group until given further directions by the leader. They should not cross a road unless directed by the driver, who has deemed it safe to do so.
7. All students who are registered as school bus passengers will be given an opportunity to participate in drills, including those students who only ride on a bus occasionally or on excursions.
DEALING WITH SCHOOL BUS PASSENGER MISCONDUCT

When, in the judgment of the bus driver or school-based staff, bus conduct rules have been violated, the following procedures will be implemented.

1. The bus driver will remind the student of the rule being broken and request compliance in a reasonable tone of voice.

2. A recurrence of the behaviour will result in the following process.
   i. The bus driver will forward the following information to the Principal:
      ii. Student’s Name .................................................................
      iii. Date of Misconduct ........................................................
      iv. Nature of Misconduct ....................................................

3. On receiving notification of a student’s misconduct, the Principal will confer with the student with the goal of correcting the situation so that no future misconduct will occur. The results of the conference will be reported to the driver and the student’s parents.

4. If a student should again engage in the misconduct, the same procedures will be followed as outlined above except that the parents will be required to attend the conference. The parent will be asked to assist in changing the child’s behaviour.

*Action taken for continued violations will be at the discretion of the Principal. This could include exclusion from the service.*

The buses are an important service provided for our community and our School. I urge all parents to discuss this booklet with their children.