

**SCHOOL NO. 4401 KATANDRA WEST**

Policy Statement: ENVIRONMENT

675 - BUSES

Responsibility: Principal

This Policy was last ratified by School Council in 2015.

1. **PURPOSE:**

The Government provides the school with a reliable, free bus service for the children who live at least 4.8 kilometres from their closest school. .

Children who live within the 4.8 k's can be permitted on the bus if there is space for them but are to be excluded for eligible children if there is not enough space.

Children who are not attending their closest school will be required to pay for the bus service.

2. **GUIDELINES:**

2.1. The free Government bus service is provided through the combined resources of the Department of Education and & Training and the Public Transport Victoria (PTV)..

2.2. The Principal is the Department of Education & Training (DET) representative and is directly responsible for the effective and efficient operation of bus services.

2.3. The consultative process will be used whenever possible in matters concerning bus runs. School Council will be consulted regarding variations to bus runs. Where significant and/or contentious variations are necessary, a public meeting may be called to discuss the issues.

2.4. Variations to bus runs are permissible providing DET and PTV guidelines are adhered to.

2.5. The safety of all bus travellers is of paramount importance. The following guidelines must be observed:

- a) pupils are allocated specific seats;
- b) bus drivers and bus monitors are to report any cases of misbehaviour or vandalism to the Principal;
- c) the Principal must take vigorous action following any such reports;
- d) a pupil may be temporarily suspended from use of the bus for proven cases of misbehaviour or vandalism;
- e) suspension for a longer period should be imposed if a pupil is a persistent offender.

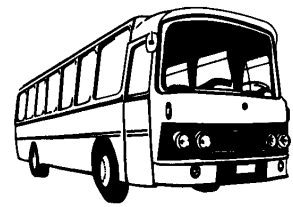
2.6. A member of staff will supervise the departure of the buses.

2.7. A list showing the names of pupils eligible to travel on each school bus service, the pick-up points and times will be prepared and one copy will be given to the bus drivers and one copy will be kept in the school.

2.8. A list of Bus Travel Conditions has been developed and is regularly reviewed. A copy is attached to this policy.

2.9 Written or verbal permission is required for any change of bus or any non-bus travellers wishing to utilise the bus service.

2.10 The Principal, in consultation with School Council, may vary this Policy in circumstances require it.



## **BUS TRAVEL CONDITIONS** (for ALL children travelling on buses)

1. Bus travellers must be on time for the bus at all pick-up points. You should be at the bus stop at least 5 minutes before the scheduled pick-up time.
2. Bus travellers need to stand a safe distance from the edge of the road when waiting for the bus.
3. You have to get in line when the bus is approaching, without crowding or pushing.
4. Everyone must enter and leave the bus one at a time in an orderly fashion.
5. Bus travellers will be seated quickly and quietly in seats assigned by the driver or teacher.
6. Everyone is to remain seated while the bus is moving.
7. Never extend any part of your body out of the windows or door of the bus.
8. Never swear or use vulgar language.
9. Everyone must keep the bus seats, floor and parcel rails clean at all times.
10. Bus travellers are not to damage the bus or any personal property.  
*(Parents may be held accountable for any damage.)*
11. You do not eat, drink or chew gum on the bus.
12. Children are expected to do what the bus driver asks them to do.
13. When dropped off, children are to remain on the side of the road until the bus has moved away so that they can have a clear view of traffic.
14. Pushing, shoving, shouting or fighting will not be allowed, nor will any action which may distract the attention of the bus driver.
15. Children must not distract the driver while the bus is moving.
16. Remember the bus driver is responsible for the safety of everyone on the bus.
17. Talk quietly at all times so that you do not distract the driver.
18. Do not lean on the windows of the bus.
19. Children are not to throw anything out of the windows or door of the bus at any time.

### **BUS MONITORS:**

Senior students are selected as bus monitors to assist the bus driver when needed. Some of the jobs they may have to carry out include:

1. When needed go to the child who requires assistance.
2. Where possible, sit down in the seat near them or opposite and sort out the problem.
3. The Bus monitor must then return to his / her seat as quickly as possible.
4. DO NOT wander up and down the aisle.
5. DO NOT get out of your seat when the bus is moving.
6. Report any problems to the Principal as soon after they occur as possible.

Refer to:       Katandra West Primary School Bus Policy  
                  Bus Regulations

\* If Parents have any problems with the school bus they should discuss them with the School Principal.