SCHOOL BUS POLICY

AIMS
- To ensure the safety of all students travelling to school via the Department of Education or local bus service.
- To ensure that all students travel in an orderly manner so that the bus driver is able to transport them safely to their destination.
- To ensure that all students who should be going home by bus do catch the bus concerned.
- To ensure that only students who are entitled to, use the school bus service.

GUIDELINES
- School bus travel to be administered according to the DEECD School Bus Program Policy and Procedures, November 2013.
- The Secondary College Principal is the coordinator of school bus travel for Beaufort and district schools.
- Parents who wish their children to travel by school bus must complete the form provided by the Secondary College and lodge it with the Secondary College Principal. Students may only travel by school bus when approval is granted.
- At the start of each school year, parents of students who travel by school bus must sign an agreement to say that their children understand and will comply with the School Bus Travel Student Code of Conduct.
- A teacher is to be responsible for coordinating the bus rolls at Beaufort Primary School.
- Yard duty teachers to supervise bus arrivals before school.
- Two teachers are to be on duty at bus departure times.
- Bus rolls are to be checked each afternoon and buses are not to depart until all children are accounted for.
- A note signed by parents must be provided for any variation to student bus travel. This note is to be countersigned by the principal/bus coordinator and presented to the bus driver when the student boards the bus.
- Students who do not normally travel by school bus may do so only in exceptional circumstances. That is, if travelling by school bus is the only means of travel to a carer when parents are unable to be at home due to an emergency.
- Permission can be granted for appropriate reasons if over-crowding does not result.
- Permission is not to be granted for travel within the town limits or to other than a normal stop (except in an emergency).
- Permission will not be granted to travel on a school bus to attend sporting fixtures, parties or to visit friends.
SCHOOL BUS TRAVEL – CODE OF CONDUCT FOR STUDENTS

*Parents and students are asked to become fully aware of this code.*

1. Students must travel on the bus to which they have been allocated.
2. Students must be at the bus stop 10 minutes prior to the scheduled departure time.
3. Students must wait at bus stops and interchange points in an orderly fashion. On arrival of the bus, students must not approach the vehicle until it has fully stopped.
4. No student is to attempt to board or leave the bus while the vehicle is in motion.
5. Students must enter and leave the vehicle in a quiet, orderly fashion.
6. Students must remain seated for the duration of the journey and must not swap seats.
7. While travelling, any student allocated to a seat must remain in that seat for the duration of the journey.
8. On alighting from the bus, students must immediately move away from the vehicle and wait on the same side of the road until the bus has departed from the stop.
9. Students must not attempt to cross the road until the bus has cleared the stop and they have an uninterrupted view of the road in both directions.
10. Students must follow the directions of the driver or the bus captains.
11. Students must follow acceptable standards of courtesy and good manners.
12. It is not expected that students will remain silent for the duration of the journey. However students should talk quietly and refrain from calling out to passing traffic. At times it may be necessary for students to comply with a driver’s request for absolute quiet in the interests of safety. For example, a driver may request silence as the bus approaches a level crossing.
13. Boisterous conduct or any action which may distract the driver’s attention is not permitted. This includes yelling loudly or making sharp loud noises.
14. Students should not talk to the driver while the bus is in motion.
15. No food or drink is to be consumed on the bus.
16. No student should, under any circumstances, have any part of his/her body protruding from the bus.
17. No student is permitted to throw litter or any object in or from a bus.
18. Fighting, harassment of other students and foul or abusive language will not be tolerated under any circumstances.
19. Vandalism of any sort will not be tolerated. Students who vandalise buses may be held responsible for the cost of repairs.
20. Smoking is not permitted on a school bus.

**CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR**

- The student will be given a warning and a chance to modify his/her behaviour.
- The student may have his/her seating position on the bus changed.
- Parents will be contacted for a conference aimed at eliminating unacceptable behaviour.
- The student may be suspended from bus travel for a set period of time.
- In cases of severe misbehaviour or unsafe behaviour, the student may be put off the bus by the driver during the journey.