

## POLICY – BUS

### RATIONALE

The Department for Education is responsible for the provision and management of a safe school bus system. Jervois Primary school is fortunate to have a bus service. Students residing either: within 5 kms of the school or outside of the school zone have no entitlement to transport but may be given permission by the Education Director to travel on the bus if room is available.

### RESPONSIBILITIES

#### Department for Education

- ♦ The Education and Children's Services Act 2019 states 'the function of the Chief Executive include – providing or arranging transport of students to and from Government Schools'.

#### PRINCIPAL

- ♦ Follow Department for Education Transport Policy process
- ♦ Manage school transport services at the local level
- ♦ Support Bus Behaviour Policy

#### SITE

- ♦ Follow Department for Education Transport Policy process
- ♦ Provide bus drivers with emergency contact number and medical details for each student as recorded on bus travel permission forms
- ♦ Distribute bus information at the start of the school year or at enrolment to relevant parents/carers
- ♦ Inform parent of relevant bus times for pick up and drop off
- ♦ Student safety while boarding and exiting the bus at school and during bus travel
- ♦ Notify parents/caregivers when contingency plans are in place due to breakdowns etc
- ♦ Manage bus behaviour flow chart processes
- ♦ Yard duty teachers in the afternoon to ensure students who sit together are a good fit

#### BUS CONTRACTOR/DRIVER

- ♦ Follow Department for Education Transport Policy process
- ♦ Comply with South Australian Health Guidelines
- ♦ Report any issues or concerns to the site
- ♦ Ensure the safety and behaviour of students while they are entering, travelling in and alighting from the bus, and report continued or serious misbehaviour to the Principal
- ♦ Observe the requirements of the *Road Traffic Act 1961* and the *Motor Vehicles Act 1959*, all signs, signals, road restrictions and be courteous to other road users
- ♦ Use discretion in an emergency situation, but on no account leave children unsupervised in such a situation

#### PARENT/CAREGIVER

- ♦ Complete bus travel permission forms
  - existing students – prior year
  - new students – on enrolment
- ♦ Supervise children, including safety and behaviour at the bus stop
- ♦ Comply with South Australian Health Guidelines
- ♦ Student safety while boarding and exiting the bus



## **PARENT/CAREGIVER Cont...**

- ◆ Notify the school, personally, by phone or via the bus book located at school if there are any changes to regular travel arrangements
- ◆ Frequently discuss and encourage positive bus/bus stop behaviour
- ◆ Ensure you meet bus drop off and pick up times (the bus will not wait)
- ◆ Notify a Jervois Primary School staff member if there is a bus issue or concern
- ◆ Maintain a limit of 25km per hour when near the bus and/or at drop off/pick up points
- ◆ Know, understand and practice the bus behaviour rules and consequences (refer below)
- ◆ Parents to keep children in cars until the bus has stopped – Willow Point pick up point

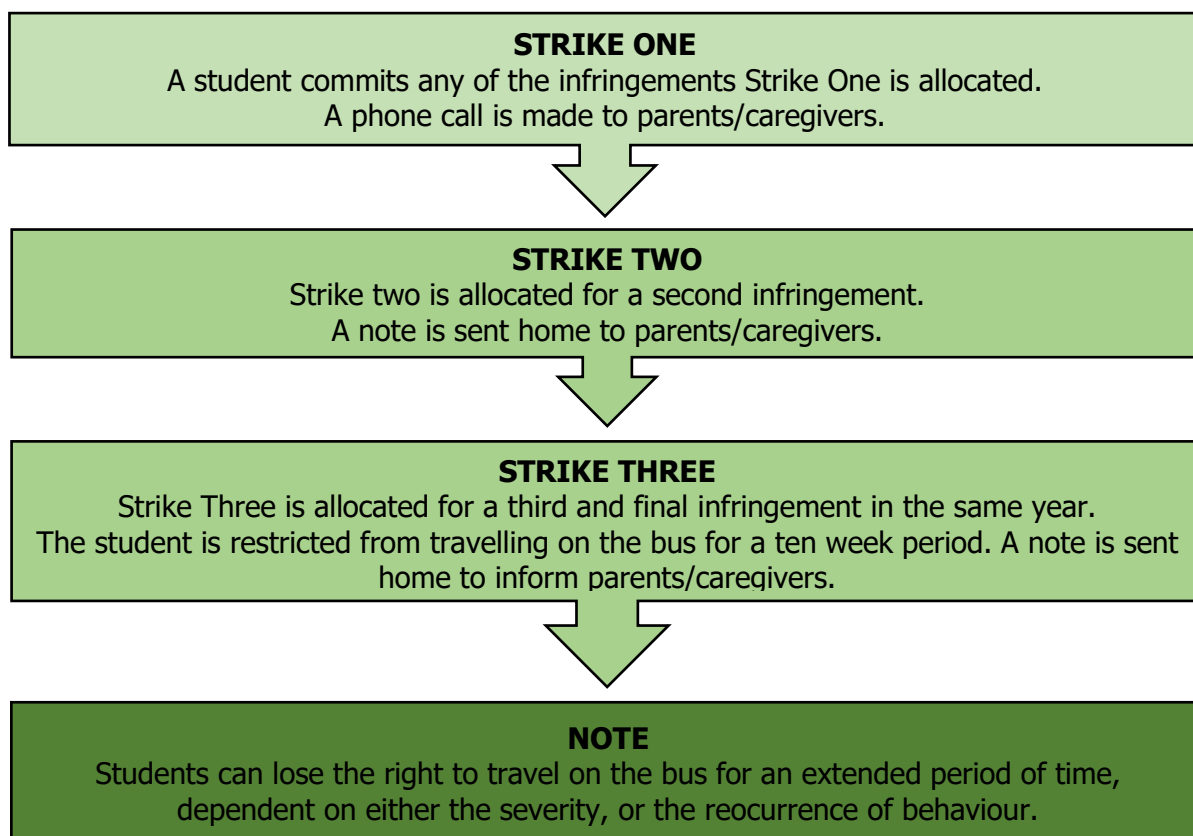
## **STUDENT**

- ◆ Show respect (driver, students, parent and equipment)
- ◆ Speak to the driver, a teacher or your parent/caregiver about any concerns
- ◆ Speak quietly and kindly when on the bus or at the bus stop
- ◆ Follow driver instructions immediately
- ◆ When exiting, be patient, walk off and wait for the bus to leave, get clear vision of the road and cross safely
- ◆ Know and understand the bus behaviour rules and consequences (refer below)
- ◆ Sign and return bus behaviour expectations for students before travelling

## **EXPECTED NON-NEGOTIABLE BUS BEHAVIOUR**

- ◆ Students remain seated while the bus is in motion
- ◆ Students keep seatbelts on at all times
- ◆ Students keep hands to themselves
- ◆ Students do not share toys or other items on the bus with others
- ◆ Students keep phones and other devices in bags until they have left the bus
- ◆ Students will not swear at others

## **BUS BEHAVIOUR FLOWCHART**



**This policy has been created with reference to the Department for Education School Transport Policy, Staff, Student Council and Governing Council.**