



BUS USE POLICY

Ratified July 2014

*All children have the right to learn
Everyone is treated respectfully
We all have the right to feel safe*

WE VALUE:

*Teamwork, Respect, Responsibility,
Persistence and Honesty*

Bus Procedures

It is essential that the bus driver and/or the school are informed, as soon as possible, if students are not on the bus at any stage. Parents are asked to contact the driver before school if their child/ren will not need the bus in the morning. A bus slip needs to be filled in and given to the front office if children are not travelling on the bus after school.

Students without a bus slip or parent notification will be sent home on the bus by school staff as usual.

Parents must obtain permission from the Principal if they wish for their child/ren to travel on a different bus (i.e. sleepovers) to ensure adequate seating is available on that bus for the extra student/s.

Parents are to ensure children are at their bus stop at least 5 minutes before pick up time. Parents also need to supervise children as they are picked up and dropped off from their bus, unless parents have previously given permission for alternative arrangements to both the driver and the school. In particular parents need to ensure that children do not move towards the bus until it has stopped or away from the bus until it has moved off.

Annually the school must send out a Drop Off, Alternative Arrangement Slip in which parents state what they expect to happen in the unforeseen situation of parents/caregivers not being at the bus stop to meet the child.

It is recommended that booster seats which meet Australian Design Rules be supplied by parents for all children until the age of 7 in buses fitted with seatbelts.

All students are encouraged to tell the bus driver, their parents or a teacher if they are being bullied on the bus or at school, as this behaviour is unacceptable. (Please see the GPS Anti Bullying Policy Document.)

Bus Rules

The drivers must be able to drive the bus safely and not be distracted by poor student behaviour. They have a duty to ensure the safety and the appropriate behaviour of students on the bus and must report continued misbehaviour to the Principal.

The students in turn have a duty to behave responsibly so that the bus drivers can deliver them safely to and from school every day.

1. Follow Bus Driver's instructions promptly and in a sensible manner.
2. Students will not commit any action, which distracts the bus driver.
3. Students will remain in allocated seats and be seated while the bus is moving.
4. If the bus is fitted with seatbelts, these must be worn at all times.
5. Students will store bags safely under the seats where possible.
6. Throwing of rubbish or objects in or out of bus is not accepted.
7. Respect is to be shown by ALL bus travellers to all others on the bus and at bus stops – adult and student.
8. Students will be at the bus pick up point before the allocated time (5 minutes).
9. Students are not to eat on the bus.

Bus Consequences and Procedures

- Step 1** Bus drivers will issue a warning.
- Step 2** If the inappropriate behaviour continues, the driver will inform the Principal and a meeting with the student will occur.
- Step 3** Parents will be informed and a Thinking Sheet will be issued.
- Step 4** The student will not be allowed to travel on the bus for a fixed period: anything up to 3 days. Parents will be involved along with the student and Principal. A behaviour agreement for bus travel will be drawn up in writing.

Students will start each term with a 'clean slate'.

A Bus Behaviour Step Sheet will be in each bus and used by the driver for recording inappropriate student behaviour. The Principal must be informed by the driver of any recorded incidents.

If you have a concern please do not hesitate to contact the Principal or another staff member.

Grievance Procedures

The procedure outlined below will assist you to raise a grievance and have it addressed. Please follow the following steps in sequence.

1. Make an appointment to discuss the grievance with your child's bus driver.
2. If the matter is not resolved, make an appointment to discuss the grievance with the Principal.
3. If you believe the result is inadequate, you may wish to raise the matter at the school level again or contact the Education Director, Coorong Mallee Partnership, Murray Bridge.

The Expectation of the Education Director will be that the above steps 1 - 2 have been followed before step 3 occurs.