



SCHOOL BUS POLICY

THIS POLICY IS REQUIRED TO BE SIGNED & RETURNED TO SCHOOL. PLEASE READ AND DISCUSS WITH YOUR CHILD/REN WHO ARE TRAVELLING BY BUS

Date implemented	16/11/2020
Approved by Governing Council	17/11/2023
Date of next review	17/11/2026
Applies to:	
Miltaburra Area School	<input checked="" type="checkbox"/>
Miltaburra School Based Preschool	<input checked="" type="checkbox"/>

This policy should be read in conjunction with the Department for Education school transport policy and camps and excursions policy.

General Information

There are 3 bus runs to Miltaburra Area School

- Nunji
- Haslam
- Wirrulla

All bus drivers must be accredited in accordance with Departmental requirements.

The Principal is the bus manager and is responsible for managing timetables, driver accreditation, student access and student behaviour.

All students within the school catchment district, who are enrolled at the school and living 5km or more from the school are eligible for a bus seat. Preschool children may use the buses however they do not count as "eligible" students. Permission for preschool children to travel on the bus must be given by the Principal.

Passenger rules

It is the right of all bus users to travel in safety and comfort. All bus users must treat the bus driver with respect, follow directions from the bus driver and ensure that the bus driver is able to perform their duties free from distraction. The following rules apply to all bus passengers:

- Enter and exit the bus in a safe and orderly manner.
- Use seatbelts and remain **seated** in seats at all time. If students are allocated a specific seat, they must retain that seat each day unless instructed otherwise.



- Do not put feet on seats.
- Respect the rights of others. Do not hurt or annoy other passengers.
- Talk quietly.
- Electronic devices
 - If you have an electronic device on the bus, the sound must be off or headphones used.
 - Devices on the bus must not be used for inappropriate or offensive content.
 - The school accepts no responsibility for lost, damaged or stolen devices.
 - Students are responsible for their own devices and are not to share them with others.
- No swearing or abusive language.
- Do not throw anything – either inside or outside the bus.
- Do not place bags in the aisle of the bus.
- No part of the body should protrude from the bus.
- All rubbish must be removed from the bus and put in the bin.
 - If students are found to be responsible for a mess, they will be required to clean the interior of the bus.

Any breaches of the above rules, or any behaviour not specifically covered by the above but which interferes with the safe running of the bus, will be reported by the bus driver. Students who observe others breaking the rules should report this to the driver at the next stop, or to a staff member on arrival at the school. Students should not leave their seats to report other passengers, nor should they attempt to intervene or call out to other passengers who they consider to be breaking the rules.

Consequences

The Principal or nominee will investigate each reported issue. If a breach of rules is found to have occurred the following will apply:

1. (1st incident) written warning – white slip sent home and contact made to parents/guardians
2. (2nd incident) 3 day suspension from bus travel
3. (3rd incident) 1 week suspension from bus travel
4. (4th incident) 1 month suspension from bus travel

Suspension will be effective from the time of contacting the parent. (Incidents within a calendar year.)

Steps 1, 2 or 3 may be omitted in the case of a serious breach of the rules.

If a student is suspended from bus travel, it becomes the responsibility of the parent / caregivers to arrange for the student to get to and from school.



Information for families

Young children are to be seated in a booster seat provided by the family until the child can safely be seated in a bus seat with a seat belt.

Families are to notify the bus driver if their child/ren will not be using the school bus service on any particular run.

Parents are not to get onto the bus to complain to the driver or other students. The parent complaint procedure is the appropriate process to raise matters of concern with the Principal.

The school requires consent for children to travel on a different bus. No student will be allowed on a bus without explicit parent consent either in writing or via phone. If the alternate bus is at capacity, the request may be denied.

Buses depart immediately at the end of school and students will therefore not be detained at the end of school.

If there is a delay in a bus leaving school for any reason, families will be notified via the bus Messenger groups, or if requested by phone / UHF.

In an emergency situation, such as bushfire or extreme weather, bus runs may be cancelled to ensure safety. If this occurs, parents will be notified and children will remain in the care of school staff until they are collected, in accordance with departmental procedures.

AGREEMENT

I agree and acknowledge the above rules and consequences.

Date:

Parent/Caregiver: _____

Signature: _____

Student: _____

Signature: _____

Student: _____

Signature: _____

Student: _____

Signature: _____

Student: _____

Signature: _____

Student: _____

Signature: _____