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ORROROO AREA SCHOOL DECD BUSES

Information, Guidelines and Procedures

1. Agreement

The safe transport of all passengers is the basis of this policy.

- It is important for us to have clear understanding and agreement about procedures expected of students, parents, bus drivers and the school management so that the service can have the full co-operation of all involved.
- Students are expected to cooperate and behave responsibly at all times while waiting for and travelling on school buses.
- Parents are expected to do their part to maintain the safety of all passengers by supporting the consequences that may result from uncooperative behaviour.
- The bus drivers and school management have a list of DECD guidelines which are to be followed.
- It is expected that families will support the CODE OF CONDUCT by signing the CONTRACT on the Code of Conduct Form.
- The bus driver must be informed if a student is not travelling on the bus that day via the radio (if applicable) or telephone.
- The Driver is expected to keep to the time schedule and not wait for late passengers. It is the family responsibility to be at stops on time.
- It is expected that the bus will arrive at the bus stop on time. Therefore, if a bus has not arrived at its destination within 10 minutes of the allotted time, parents are asked to contact the bus driver.

2. Management

- All students/families are expected to sign the 'Code of Conduct' contract. It may be required that all students are to be reminded of the expectations with regards to their behavioural conduct while travelling on school buses.
- Eligibility:
 - i. Students who are not eligible to travel are those who:
 1. attend pre-school
 2. by-pass their nearest local DECD school
 3. live within 5 kilometres of their nearest local school

However, on application to the Principal, if seats are available, these students may be given temporary approval according to DECS Guidelines, that can be withdrawn at any time.
- If the Governing Council grants a Student-free / School Closure Days, the Co-ordinator will inform the drivers that the bus will not run on that day. Parents will be informed via the newsletter.
- Parents of students who seek casual transport must make a request to the bus driver at least two days prior to the day of concern and usage. This is particularly important due to the numbers of students travelling on the buses. Drivers have been instructed that if they do not receive this information they are NOT to carry unauthorised students.
- Students travelling on the bus on a casual basis are expected to follow the 'Code of Conduct'.
- On those days where there are any last minute changes as to whether or not children are on the buses, parents are required to notify the school as soon as possible.
- Students will take seating priority for travel on the bus over staff members.
- Each bus route will be reviewed and information updated every year as to the seating arrangements.

- Parents/Guardians of any student who is required by law or use a booster seat or is deemed to be too small to safely fit into the existing seatbelt will be required to provide a booster seat before approval can be given for the student to travel on the bus.

3. Student Behaviour on School Buses

Code of Conduct

- Usual school rules apply to student behaviour while waiting for and travelling on DECD school buses. Students are not to approach the bus until it comes to a halt.
- To ensure safe travel, students are expected to behave sensibly and co-operate with the Driver at all times. Students are required to remain seated and facing forward at all times.
- The Driver is not to be distracted by students' unruly behaviour, noises, and students not sitting in their seats etc.
- Students will be allocated a seat and are expected to remain in that seat at all times. The driver will direct a student to a seat, but the student may negotiate politely, with the driver a change of seat. Allocation of seats is at the Driver's discretion.
- **Seatbelts must be worn at all times**
- The consumption of food and drink on the bus is at the discretion of the Bus Driver.
- Students must keep all parts of their body inside the bus at all times.
- The bus driver has the right to remind the student of the expectations of their behaviour while travelling on the bus.

4. Behaviour Steps for Students Travelling on School Buses

- 1) Incidents of uncooperative behaviour should be reported to the Bus Driver and Bus Co-ordinator. The coordinator will follow-up with the student and the parent concerned.
- 2) The Driver is to give the student a reminder/warning about their behaviour, and inform the coordinator.
- 3) Parents are informed by the co-ordinator that the student has had a reminder/warning.
- 4) A next incident, after a warning, the Principal can suspend the student from bus travel for one to five days, depending on the incident, and a meeting will be held to renew the Code of Conduct Contract to use the bus service again.
- 5) After 2 suspensions from bus travel in a term, the student can be **excluded** from using the bus for the rest of the term.

5. Grievance Procedures

Usual DECD and School Grievance Procedures will apply.

6. Emergency Procedures

- In the event of a "*catastrophic*" bushfire rating been given to Orroroo Area School, the buses **will not** run.
- Bus times and runs may vary in unforeseen emergency situations, such as creeks running. Parents will be contacted if this occurs.
- Any variation to regular bus routes will be communicated to parents via telephone, or an automated message, using SMS or home phone.

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