

## SAFE BUS TRAVEL POLICY

### PURPOSE

To ensure communicate conditions of safe bus travel to all staff, students, parents and carers.

### POLICY

Dear Parents / Guardians,

***The safety of all travellers on school buses must be ensured at all times.***

***The following conditions apply to all travellers on our school buses:-***

1. All students must:
  - Wait at the bus stop in an orderly fashion.
  - Not approach the bus until it has stopped.
  - Be punctual at the bus stop (morning and night).
  - Enter and leave a bus in an orderly manner.
  - Remain seated at all times.
  - Where seat belts are fitted, they must be worn at all times.
2. All students must treat others with courtesy and consideration. **Unacceptable conduct** including any form of bullying/teasing or offensive language will not be tolerated, as this will cause distress to other students or distract the driver.
3. **Do not put any objects or any part of your body out a window or the door.**
4. **Do not put shoes up on seats or kneel up on a seat.** You should sit up straight in your seat with your head against the back rest, if the bus has one.
5. Students must talk quietly and not call out to passing traffic or fellow students. **Talk only loud enough for the child next to you to hear, no yelling or shouting.**
6. Keep your bags where the bus driver says and never swing them.
7. Students may obtain a temporary bus pass from the office to change buses. **Buses can only be changed before 2:30pm unless there are special circumstances.** A note or phone call from parents is essential before a temporary pass will be issued. Likewise, authorisation from a parent must be given before a permanent pass is issued.
8. Students travelling to school by bus who intend not using the bus for the return trip should mark their name off the bus list outside Principal's office. Parents who pick up their child from school during the school day should "**sign** them off" on the bus list. This is very important to ensure the bus coordinator knows exactly where all students are to go at the end of each day. This is an Emergency Management requirement by the Department of Transport.
9. When getting off the bus, the student must remain on the side of the road and should only cross the road when it is safe to do so. **Wait until the bus has totally gone before crossing a road.** Never walk in front of a bus.
10. **PARENTS MUST ENSURE THEY PARK ON THE SAME SIDE AS THE BUS AND NEVER CALL CHILDREN ACROSS THE ROAD.**
11. No eating on the school bus. Drinking water responsibly will be accepted on all buses.
12. The use of electronic devices on the bus is strictly for personal use only. Upon arrival at school, devices are required to be handed in to the school office. Students may retrieve their devices at the end of the school day.
13. Under absolutely **NO CIRCUMSTANCES** should electronic devices be used to take photos and/or videos whilst travelling on the bus. Any incidences of students taking photos and/or videos will be considered as a major breach to the Safe Bus Travel Policy and students

# Boisdale Consolidated School



## BUS BEHAVIOUR PROCESS

**School bus travel is a privilege and not a right. Incidents of breaches to this agreement will be recorded and appropriate action will be taken as outlined below.**

**Step 1** – The Principal will discuss breaches to the agreement with students. Appropriate mediation and interventions will be put into place and parents/caregivers may be informed of the incident depending on its severity.

**Step 2** – A second breach to the agreement would involve further discussions between the Principal, students involved and parents/caregivers. An appropriate consequence would also be put into place as a result of these discussions.

**Step 3** – A third and any further breaches to the agreement thereafter would involve students being removed from the bus for a designated period of time. Discussions would also take place between the Principal, the students involved and parents/caregivers in regards to an individual bus behaviour plan.

**Please note that incidents that are considered to be major breaches of the policy may result in an immediate escalation to Step 3 where students will not be permitted on the bus for a designated and/or indefinite period of time.**

***Students must raise any concerns firstly with the bus captain and then the driver. The teacher on duty needs to be informed of any issues promptly.***

***Please read and sign below confirming that you have read and accept the above conditions:***

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT /GUARDIAN NAME: \_\_\_\_\_

PARENT /GUARDIAN SIGNATURE: \_\_\_\_\_



## Our Bus Expectations

*Bus captains, bus drivers, JSC members and Staff worked together to use our values to assist all bus travellers for safe and happy bus trips!*

<b>Show Respect</b>	By speaking politely and using good manners with the driver, bus captains and other students.	By sitting properly in your seat with your bag tucked away.	By treating the seats and all parts of the bus with care.
<b>Bounce Back</b>	When little things go wrong on the bus if you can.	If there is a problem that you can't bounce back from, report it to the bus captain.	
<b>Be Your Best</b>	By using a quiet talking voice and sitting in your seat until the bus stops.	By remembering to eat off the bus and drink water with care.	By using the correct behaviour at the bus stop.
<b>Work as a Team</b>	To keep all bus travellers safe by remembering how to get on and off the bus safely.	To tell the bus driver when there is a problem once the bus has stopped.	With the office and the bus captains to make sure that everyone knows which bus they are on each day.
<b>Be a Mate</b>	By looking after everyone on the bus and at the bus stop.	By checking that brothers and sisters are on the bus.	
<b>Think Proud Act Proud Be Proud</b>	Of your behaviour on the bus.	By following the bus rules to achieve calm bus trips.	

### REVIEW PERIOD

This policy was last updated on 31 August 2019 and is scheduled for review on April 2021. This policy will also be updated at an earlier date as required.