



**Rationale:**

- Student behaviour on and around buses, and the efficiency of bus services are of vital importance to student safety, an effective bus service and maintenance of student enrolments.

**Aims:**

- To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education and Training (DET) policies and regulations.
- To ensure bussing issues are dealt with effectively and efficiently.

**Implementation:**

- Students attending government schools are eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.
- Students attending government schools are also eligible for a Conveyance Allowance so long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.
- A student may access travel to a school other than the nearest school upon payment of a fare. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis.
- Tallygaroopna PS has the responsibility for the coordination of school buses, including coordination of student travellers, payment of fares, and coordination of displan / emergency procedures etc.
- All bus users are mandated to be on Tiqbiz for emergency management procedures or other notifications as they arise.
- Families not using the bus should notify the bus coordinator ASAP. This is normally the Principal.
- Our school will designate a staff member as the bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the Tallygaroopna Primary School coordinator.
- Our school bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of terms 1 and 3 each year.
- Consequences for misbehaviour will be consistent with the Student Code of Conduct, and may lead to suspension from using the bus service.

- The bus coordinator will supervise the departure of buses from the school at the conclusion of each school day, including marking each child against an attendance roll.
- Buses will not depart until given permission to do so by the bus coordinator.
- Close liaison between all school coordinators and the bus companies must be maintained.

### **Bus Rules**

1. Students must obey any reasonable request from the driver.
2. Students must be at their stop at the time stated both morning and evening.
3. They must enter and leave the bus in an orderly manner.
- 4 They must remain in their seats throughout the journey. If they need to leave their seats to put rubbish in the bin, they should do this when the bus is stopped.
5. Students must not behave in such a way to cause injury to any other traveller.
6. Students must not behave in such a way as to cause damage to the bus or to the property of others.
7. Students must refrain from any behaviour that distracts the driver, such as shouting out, rough conduct, throwing articles etc.
8. They must not allow any part of their body to protrude from the bus.
9. Students must not throw anything from the bus.
10. They must keep the bus tidy.
11. After leaving the bus, students must wait for the vehicle to move on before crossing the road.
12. Any student who wishes to board or leave the bus at other than his or her normal stop must present the driver with written permission from their school, or from the bus coordinator.

### **Evaluation:**

- This policy was ratified by School Council on Wed 8<sup>th</sup> June 2016.
- This policy will be reviewed as part of the school's three year review cycle and feedback will be sought from the School Community.
- This policy will be implemented in accordance with Bus Safety Guidelines.