



# Stanhope Primary School

Learning • Success • Respect • Citizenship



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## Bus Travel Policy

### Rationale:

Student behaviour on and around buses (all services), and the efficiency of bus services are of vital importance to student safety. While parents/guardians have primary responsibility for transporting their children to and from school, the Department of Education School Bus Program and Student Transport policies assist families in rural and regional Victoria by transporting students to school. The program services both government and non-government schools.

### Definition Bus:

In this policy the term bus includes all buses that students use for travel to and from school, and for school-based events such as excursions and camps.

### Aims

- Our over-riding aim is to ensure a safe and happy bus trip to and from school.
- Bus travel is a privilege that incurs responsibilities.
- All members of the school community need to be aware of these responsibilities.
- All parents/bus travellers (regular and occasional) must sign and abide by the
- 'Conditions of Travel' section of the PTV application.

### Responsibilities

#### Children:

- Travel safely at all times by remaining seated during the trip and not causing
- distraction to the bus driver.
- Keep noise to a minimum.
- Not have any part of their body outside the bus.
- Follow instructions of the bus driver or co-ordinator.
- Treat the bus with care.
- Follow all directions given by the bus driver and supervising staff.
- Display courtesy, consideration and respect for others whenever they are using any bus service.

- Let the school know if they are not travelling home on the bus, so the driver can be advised.
- After alighting from the bus wait on the side of the road until the bus has moved away. Only cross the road when it is safe to do so.
- All children must line up and wait to be told to board the bus by the teacher on duty.

***The Principal or the designated bus co-ordinator:***

- Represent DET at the local level.
- Liaise with students, parents and the bus driver.
- Ensure bus routes, timetables and Emergency Management requirements are met.
- Ensure students understand all aspects of bus safety.
- Negotiate appropriate arrival and departure times.

***Parents:***

- Ensure students understand aspects of safe bus travel.
- Advise the principal or bus co-ordinator of any concerns.
- Assume responsibility for students at bus stops.
- Advise the school if students are not travelling home on the bus.
- Obtain permission from the school for unauthorised students to travel on the bus eg a child visiting a friend overnight.
- Wait on the same side of the road as the bus stop to avoid children having to cross the road.

***Drivers:***

- Drive safely at all times.
- Comply with all safety regulations, VICROADS requirements and DET policies and directives.
- Operate the bus according to prevailing road conditions.
- Assume a duty of care for the children on the bus.
- Pull over to a safe spot on the road to speak to any children misbehaving on the bus.
- Take whatever action is necessary to ensure the safety of the children.
- Report to the school any children who continually or seriously misbehave.
- Not leave the school in the afternoon until the teacher on duty has indicated it is appropriate to do so.
- Comply with the approved route.
- Comply with approved list of travellers.
- Comply with, as near as practicable, the timetable. The bus must not leave a stop before the timetabled time and children must not be dropped off at a stop before the timetabled time.

### **Consequences:**

Consequences for misbehaviour while traveling on a bus will be consistent with the Student Engagement Policy and may lead to suspension from using the bus service.

The principal will:

- Discuss concerns and problems with students.
- Give a warning (if appropriate).
- Report incidents to parents.
- Ask for verbal or written apologies.
- Recommend suspending students from bus travel. The length of the suspension will be at the discretion of the principal.
- Parents of students may be asked to pay for damage caused by their children to the bus or other property and will be expected to pay any fines incurred for littering or having parts of their bodies outside the bus.

### **Please note:**

- The driver can designate specific seats for students at any time.
- It is the parent/carer's responsibility to arrange suitable transport to and from school during any period of suspension.
- Should a student miss their bus, the parent/carer will be responsible to make arrangements to get the student to and/or from school.
- Students are only permitted to travel on a school bus on days when they are attending school.

### **Review cycle and evaluation**

This policy was last updated on 27th April 2022 and is scheduled for review in April 2024