

BUS MANUAL

Timboon P-12 School



*Strength Through
Understanding*



Timboon P-12 School – Bus Operators

There are a total of 13 individual buses that operate to and from school. The three operating companies are:

Popes Buslines: 3, 7, 9, 15, 16, 19, 23 and 25
Phone: 5598 3031

Warrnambool Buslines: 4, 6 and 22
Phone: 5598 3302

Timboon Motors: 1 and 5
Phone: 5598 3007

Key School contact:

School Bus Co-ordinator (Timboon P-12 School): Sean Fitzpatrick = 5598 3381



Travel conditions and Eligible students

The following conditions apply to all school bus users:

- A student passenger may only travel on a school bus to and from the approved bus-stop nearest to their home on days when he/she is attending school.
- School buses are not to be used for student travel to and from employment or for ongoing social or sporting purposes other than under the conditions set out in Section 5.5.6
- Students who leave school before the end of the year are ineligible to travel on school buses other than under the conditions set out in Sections 5.5.2
- When a student is placed on a bus roll, there is a daily obligation to transport them to and from the authorised bus-stop nearest to their homes. Students may not travel home by other means or leave, apart from at their normal bus stop, without permission from the coordinating principal.

5.3.1 Government Primary and Secondary Students

Government primary and secondary school students are eligible to travel on the free school bus system:

- To the nearest school at which admission is available
- Provided they live 4.8km or more (measured from home gate to school gate by the shortest and most practicable route) from that school.

Exceptions to the policy may exist if:

- A government student lives 4.8km or more from a bus route to the nearest government school.
- A student was enrolled at a school other than their nearest, before the introduction of a transport service to the nearest school or the establishment of a new secondary school.
- The bus calls at the nearest government primary school on the bus route at times when school staff are not in attendance and the primary school does not provide supervision before and / or after school.

Bus Routes

6.9.1 Bus-stops

Bus-stops should be at least 800 metres apart and care should be taken to place school bus-stops in safe locations. Stops should be located so all activities at the stop are conspicuous and visible to road users. Stops should not be located in unexpected locations or where visibility is limited, such as on sharp bends, steep gradients, near the crests of hills, or where vision is obstructed by vegetation or roadside objects. Bus-stops should also be located where there is sufficient space for parents to wait for, or with their children without impeding the safe arrival or departure of the bus, as well as passengers getting on and off the bus.

As far as is practicable, buses should be able to stop clear of passing traffic. Stops should be located in consultation with the school bus contractor. If guidance is needed, the Department of Transport may be consulted. In some cases, it may also be appropriate to seek the opinion of VicRoads or an officer from the local council.

Responsibilities of Parents/Guardians

Parents/Guardians are responsible for transporting their children to and from authorised bus-stops and for their safety at the bus-stop while waiting for the bus. Students need to get to their bus-stops each morning promptly to avoid holding up the bus.

It is most important that parents waiting for bus passengers at a roadside bus-stop, should wait on the same side of the road as the bus. This will prevent accidents.

School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.

Conditions of Bus Travel – Safety Requirements

To ensure the safety of all passengers on school buses at all times, the following conditions apply:

To ensure safe travel on school buses, students must agree to the following:

1. At the bus-stop do not play on the road or try to get on the bus before it has stopped.
2. Make sure you and your belongings are inside the bus at all times.
3. Do not throw anything from a bus window or have anything hanging out a window.
4. Place bags and other belongings in the allocated storage areas.
5. Get on and off the bus quietly and in an orderly manner.
6. Stay in your seat while the bus is moving.
7. Do not distract drivers with screaming, shouting or unruly behaviour.
8. When you get off the bus only cross the road when the bus has left and it is safe to do so.
9. No dangerous or flammable goods are allowed on the bus. For example – aerosol cans.
10. Seat belts must be worn where fitted.

To ensure passengers are considerate to one another and their bus driver, they must agree to the following:

1. In the morning, arrive at the bus-stop 10 minutes prior to departure.
2. Do not eat, drink or smoke while on the school bus.
3. In the morning, let the school and driver know if you will not be riding home on the bus that day.
4. Get on the bus service allocated to you. Do not change to one that will take you to a sports or social event.
5. Use a standard conversational tone and do not call out to others on board or to passing traffic or people.
6. Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any misbehaviour or vandalism.
7. If you ride a bike to the bus-stop, please leave it in a safe and secure place. The Department of Transport and the Department of Education and Early Childhood Development are unable to accept responsibility for the safety of your bike. Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The offender's name and full details of the breach will be recorded.
- The offender will be carried to school or to their normal drop-off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.

In rare and exceptional circumstances – and only as a last resort – drivers are authorised to eject passengers from a bus. (Refer to Policy and Procedures for Contract School Bus Services in Rural and Regional Victoria, Section 8.3)

Following the report of a relevant incident, the coordinating Principal (Mrs Taylor P-6 or Mr. Fitzpatrick 7-12) who may take the disciplinary action below:

- First offence – verbal warning to students
- Second offence – written warning to parent/guardian
- Third offence – one week suspension of student from school bus travel
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

Role of the Bus Captains

To assist the bus driver with supervision and student safety, two bus captains are appointed to each bus (generally senior students). Under the driver's direction, they have full authority and should be instructed to report all misbehaviour and vandalism to the coordinating principal. Bus captains should know that the following rules are to be rigidly enforced:

- Passengers must wait at the bus-stop in an orderly fashion; refrain from playing on the roadway; and not attempt to approach the bus until it has stopped.
- No passenger is to board or leave a bus while it is in motion.
- Passengers must board or leave the bus in a quiet orderly fashion.
- Passengers allocated a seat must remain seated for the whole of the journey. No pupil should, under any circumstances, have any part of his/her body protruding from a bus or throw any object within or from a bus.
- Boisterous conduct of 'horse-play' or any action which may distract the driver is not allowed.
- Students should converse in a normal tone of voice at all times and refrain from calling out to others on board the bus or to passing traffic.
- No food or drink is to be consumed on school buses.
- Smoking by any person is not permitted on a school bus.
- Students must not talk to the driver while the bus is in motion.
- Compliance with the school's Code of Conduct while undertaking bus travel.

Preparing an Application for a New Bus Service Or an Extension of an Existing Bus Route

All enquiries relating to requesting a new bus service or changes to an existing bus route must be referred to the **Coordinating Principal, Sean Fitzpatrick**. Requests may be referred to the Department of Education and the Department of Infrastructure.

A proposal for a new feeder school bus service will be considered if:

- At least eight (six in isolated areas) eligible government school students would use the service.
- The students do not have access to a current school bus service or a public transport service.
- An anticipated future demand for the service among government school students can be demonstrated.
- Written advice is obtained from the relevant local council or VicRoads that the proposed route is suitable for use by a school bus, and
- Written expressions of interest in the service from parents/guardians identifying their intent to use the service.

6.4 Extension of an Existing Route

A proposal to extend an existing route will be considered if:

- At least five eligible government students (fewer in defined remote areas) who all live at least 2.4km from the nearest service, will benefit from the extension.
- There is an anticipated future demand for the extended service among government school students.
- Advice that the proposed route is suitable for use by a school bus has been obtained from the appropriate local council or VicRoads, and
- Written expression of interest in the service is submitted by a parent/guardian.

