

Buses**1.0 PURPOSE OF POLICY**

- 1.1 To ensure that safe practices are established and maintained with regard to school buses
- 1.2 To ensure safe and reliable travel for students to and from school

2.0 PRINCIPLES

- 2.1 Students, staff, parents and other school community members have the right to travel safely on school buses
- 2.2 Bus contractors/drivers have the right to perform their duties in a safe manner
- 2.3 Students, staff, parents and other school community members have a responsibility to ensure that they follow the expected behaviours of bus users as stated in the Timboon P-12 School Codes of Behaviour
- 2.4 Bus contractors/drivers have a responsibility to ensure that bus users are transported safely
- 2.5 All information concerning bus travel is to be made available to students, staff, parents and bus contractors/drivers
- 2.6 Bus contractors/drivers are to be familiar with the DET School Bus Service documents
- 2.7 Bus contractors/drivers are to be familiar with the Timboon P-12 School Emergency management Plan
- 2.8 A review of current procedures and regulations should be made as required by the Bus Coordinator in consultation with the Bus Operators (Popes Buslines, Warrnambool Buslines, Timboon Motors)

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

- 3.1 The Principal, or delegate, will be the bus coordinator
- 3.2 The bus coordinator will be responsible for:
 - Acting in accordance with the DET and Department of Infrastructure regulations
 - Distributing information on bus travel to students, staff, parents and bus contractors/drivers
 - Making the Timboon P-12 School Emergency Management Plan available to bus contractors/drivers
 - Supplying bus contractors/drivers with the relevant section of the Timboon P-12 School Code of Behaviour regarding bus travel
 - Liaising with bus contractors, parents, staff, students and the school community on all matters pertaining to bus travel
 - Providing administration staff with up to date bus routes, schedules and bus parking plans
- 3.3 The bus coordinator will roster teams of teachers to supervise the boarding of buses after school. A School Services Officer will check off primary school classes as they are delivered to the bus shelter
- 3.4 Primary Campus teachers will:
 - Incorporate safe bus travelling practices into year level programs. This will be done at the beginning of the year and regularly through out the year
 - Notify the SSO on duty of the dismissal of their class
 - Supervise children boarding buses after school when rostered to do so

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- Ensure that students are aware of their rights and responsibilities as bus users
 - Ensure that students are aware of the Timboon P-12 School Code of Behaviour and the consequences of their failure to comply with bus travel requirements
- 3.5 Secondary Campus teachers will: do bus duty as rostered and ensure students are dismissed in a timely manner to go directly to buses at the end of the day
- 3.6 Students will:
- Accept directives from bus contractors/drivers, bus captains and teachers when travelling on buses
 - Behave in accordance with the Timboon P-12 School Code of Behaviour
 - Be aware of the consequences for failing to comply with the Timboon P-12 School Code of Behaviour and the “three strike rule” for bus travel
 - Notify the bus contractor/driver and/or bus coordinator of any incidents where their right to travel safely has been threatened
 - Walk directly to bus, board immediately and remain in allotted seat after school is dismissed
 - Forward bus notes to the appropriate SSO
- 3.7 Parents will:
- Supply a note alerting the appropriate SSO to any changes to travel arrangements for their children
 - Reinforce the rights and responsibilities of their children with regard to bus travel
 - Be aware of the Timboon P-12 School Code of Behaviour and the resultant consequences of failing to comply with this document
 - Maintain responsibility for their child while waiting for the morning bus and once the afternoon bus reaches the bus stop
 - Bring to the attention of the bus coordinator any incidents on buses involving their children
- 3.8 Bus Captains will be appointed for each bus and be responsible for:
- Bringing the morning bus roll to the bus coordinator and collecting their bus roll after 3:30pm
 - Assisting the bus driver with the supervision of other students in accordance with the expected conduct of the Timboon P-12 Student Code of Behaviour
 - Bringing to the attention of the bus coordinator, inappropriate incidents of other students on the bus
 - A meeting with the bus captains, coordinator and bus operators relating to the Bus Captain roles will be conducted at the beginning of each year
- 3.9 Bus Contractors will:
- Fulfill the terms of their contracts as entered into by the Department of Infrastructure
 - Be aware of the DET School Bus Services documents
 - Assess the needs of students with disabilities and negotiate provisional resources through the appropriate authorities
- 3.10 Bus contractors/drivers will:
- Be familiar with the Timboon P-12 School Emergency Management Plan
 - Ensure that a copy of the Timboon P-12 School Emergency Management Plan is kept on each bus when used for school purposes
 - Be aware of the Timboon P-12 School Codes of Behaviour and of the behaviour expected of bus travelers

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- Report incidents of disruptive or unacceptable behaviour to the bus coordinator
- Drive the bus in accordance with the law, DET and Public Transport Corporation requirements
- Ensure that each traveler is marked present on the bus roll in the morning and afternoon
- Will not arrive at school before 8:30am when bringing the students to school and not later than 3:20pm when collecting the children to transport them home
- Will not enter school grounds if gate is closed until all buses have left ground. This will occur if the bus arrives after 3:25pm
- Buses will begin leaving grounds at 3:40pm when signalled to do so by the leader of the duty team and if all students who are supposed to be travelling on the bus, as indicated by the bus roll, are present. If there are discrepancies with bus roll the SSO on duty is to be contacted
- Supervise students aboard bus when bus is out of school grounds
- Report any incidents to the bus coordinator
- Remain in bus when students are boarding
- Assist duty staff to supervise students when bus is in the school grounds

3.11 Due to the critical importance of ensuring safety of all bus passengers and drivers, the following “three strike” system will apply with regard to student conduct on the school buses:

- The first breach of rules – the student is informed by the driver that s/he has failed to meet the standards of behaviour expected on the bus and is given a verbal warning
- The second breach of rules – the student is reported to the bus coordinator directly by the bus driver, or through the bus captain, of the DET details of the breach of rules and a letter is sent home to parents
- The third breach of rules – the student is suspended from bus travel for a period of one day and parents are advised of this in writing
- Subsequent breaches of rules – the period of suspension from bus travel will be applied in line with safety requirements parents are advised of this in writing
- In the event of serious breaches of bus rules, this process may be shortened and students may be immediately suspended from bus travel without first and second warnings
- Removal of bus travel privilege is a last but final resort
- If a bus safety matter remains unresolved after discussions with the School Bus Co-ordinator and the Bus Operator parents can contact the Department of Transport (public transport, feedback) (03) 9655 3333 or put their complaint in writing, to:

Public Transport Division
GPO Box 2797
Melbourne VIC 3001

3.12 All relevant materials regarding bus travel will be included on the Timboon P-12 School Web Site