

## Bus Captain Information

2020



Dear Bus Captain,

Thank you for taking on the responsibility of being a bus captain. Your role helps our students feel supported and safe on the bus to and from school.

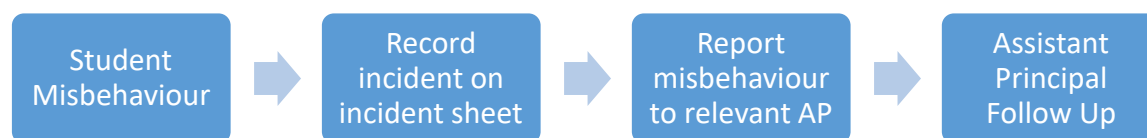
Below is a table explaining what your role is and is not. It is important to have clarity about what you are required to do.

What the role is	What the role is not
<ul style="list-style-type: none"><li>• Reporting misbehaviour on the bus to the primary or secondary Assistant Principal using an incident report slip from the front office</li><li>• Asking students to sit down if they are being unsafe</li><li>• Helping with the roll either marking or collecting</li><li>• Asking students to behave appropriately</li><li>• Let the bus driver know of any misconduct on the bus</li><li>• Letting the relevant Assistant Principal know if there are any other student issues on the bus</li></ul>	<ul style="list-style-type: none"><li>• Emergency management</li><li>• Sorting parent issues out</li><li>• Developing seating plans</li><li>• Managing extreme behaviours</li><li>• Being responsible for the actions of other students</li></ul>

On the following page is an explanation of your role from the Department of Education's Student Transport Division. This is the policy that defines your role and the guidelines for students to travel safely on the bus.

If there are incidents on the bus please record them on the incident sheet found in the front office. Just a brief outline of what occurred is fine. Please use the following flow chart as a guide on how to respond. Your bus driver is also a great resource and they can report any behaviour that is not appropriate to the bus operator.

### Responding to Incidents Flowchart



If you have any issues on a bus and are not sure what to do please come and see Ms Hampson in the Primary School, Mr Walker in the Secondary School Raelene Wicks at reception or Mr Reid in the Principal's office.