

St. Joseph's School, Sorrento

Bus Policy



Date Reviewed: August 2023

Next review: August 2025

St Joseph's Primary School provides a bus service to assist families to transport children to and from school. The safety of students travelling on the school bus is of paramount importance. It is the right of all school bus travellers to have the safest possible service provided. The driver will treat all students respectfully and in turn will be treated respectfully by all students.

It is the responsibility of all bus users to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers.

SCOPE

The scope of this policy is for all students who use the school bus or bus travel to and from excursions, camps, etc.

POLICY

The Bus operators are responsible for:

- Maintaining the bus, ensuring it is safe and operational
- Publication of a morning and afternoon timetable for the school bus

The Bus driver is responsible for:

- Driving in a safe manner
- Managing student behaviour, in a manner consistent with St. Joseph's Behaviour expectations (as set out below)
- Reporting serious and/or persistent incidents of misbehaviour to the Principal, Deputy Principal or member of the Admin Team
- Reporting any incidences that occur en route to the Principal
- Reporting any changes in circumstances orally to the Principal
- Contacting the school if a student was not collected from their bus stop in the afternoon
- Returning any students to St. Joseph's who were not met at their bus stop

Students are expected to:

- Sit in the seat allocated unless they have approval from the driver or staff member to change seats
- Talk quietly and avoid noise which may distract the driver and other bus users
- Not swear, yell, bully or put other people down
- Not eat or drink on the bus unless permission has been obtained from the bus driver or staff member
- Follow directions given by staff members or the bus driver
- Move safely getting on and off the bus – only leaving their seat once the bus has stopped
- Respect other people, their property and the bus
- Behave in a courteous manner to others on the bus
- Behave in manner that allows the driver to drive safely without distraction
- Abide by the St. Joseph's Behaviour Expectations (set out below)

Parents/Carers are expected to:

- Complete a conveyance form prior to their child's first school bus trip. (available through the school office)
- Determine which stop their child is going to be getting off the school bus. (bus timetables are available through the school office)
- Supervise their child in the morning at the bus stop until their child is safely on the bus
- In the afternoon, ensure there is a responsible person at the bus stop 5-10 minutes early to collect their child
- Understand that if there is no one at the bus stop to collect their child in the afternoon then the child will be returned to school and will await collection there
- Understand that the bus driver must stick to a timetable so will not be able to wait at a bus stop for a parent who is running late
- Provide the school with written evidence if their child has permission to walk from the bus stop to their home on their own or with another person
- Pay \$1 per trip per student if the family does not qualify for the conveyance allowance
- Encourage their child to abide by St. Joseph's Behaviour Expectations and bus rules while travelling on the bus.
- Abide by the disciplinary consequences for their child (as set out below)
- Complete written permission forms prior to their child using any bus for travel (for the school bus completing the conveyance form constitutes written permission)

The school Office Manager maintain is responsible for:

- Coordinating with the bus company to determine the school bus route - a bus passenger/conveyance list – including names, residential address, contact phone numbers
- Publishing bus passenger checklists
- Contacting any parents whose child was not collected at the bus stop and inform them that their child will be returning to school to await collection
- Submitting the Conveyance Allowance applications on behalf of the parents
- Retain for the school any Conveyance Allowance money paid by the Government to help subsidise the school bus

School Staff are responsible for:

- Accompanying bus travellers from their class to the school bus in the afternoon
- Accurately completing the checklist of names of students who have got on the bus
- Returning the checklist to the school office as soon as possible
- Organising buses used for extracurricular activities
- Obtaining quotes for buses used for extracurricular activities and submit these quotes to the Principal prior to booking
- Supervision of students travelling on a bus for extracurricular activities
- Obtaining signed permission from parent/carer prior to a student travelling on a bus for extracurricular activities

The School community bus will only be driven by an authorised driver.

St Joseph's Behaviour Expectations

At St. Joseph's we have developed three behavioural expectations:

BE RESPECTFUL

BE SAFE

BE A LEARNER



These behavioural expectations are a part of everyday learning at St. Joseph's and should be displayed by all students while representing the school. This includes while travelling to and from school or participating in extracurricular activities, including excursions and school camps.

DISCIPLINARY CONSEQUENCES FOR SCHOOL BUS:

1. The driver names the child and the behaviour then gives the child instructions (..... you are moving about the bus and being too noisy, you need to remain seated and talk quietly).
2. If the behaviour continues the bus driver will give a warning of consequences (.....you have continued to move about and make too much noise, if your behaviour continues I will contact the school about your behaviour)
3. If the behaviour continues or for any repeated misdemeanour the bus driver will contact the principal or deputy principal
4. Any child who displays ongoing disrespectful behaviour will be directed to sit in the front seat for subsequent bus journeys and the parents are called
5. If poor behaviour continues a PSG meeting is set up; alternative travel arrangements will be discussed at this meeting.