



BUS BEHAVIOUR CODE & INFORMATION RE PASSENGERS

The department of Education and Children's Services is responsible for the provision and management of a safe school bus system. Parents/Caregivers and students are responsible for ensuring that students travel on school buses in accordance with the following conditions. The following pages form part of the duty of care we offer students and will assist us greatly to administer the bus routes as best we possibly can. We look forward to your partnership with us in providing this service.

PLEASE NOTE

- * DECS is responsible for the safety of students while boarding, travelling in and alighting from DECS schools
- * Parents/Caregivers are responsible for the children's safety on the way to the bus stop, at the bus stop and on the way home

EXPECTATIONS OF STUDENTS

Wait safely for the bus

- * Keep well back from the road

Travel safely on the bus

- * Sit in your seat, keep bags under the seat, not in the aisle
- * Respect the needs, comfort and property of other passengers
- * Do not throw any article inside or out of the bus
- * Keep your whole body in the bus
- * Speak quietly and politely to each other
- * Respect bus property by not tampering with, marking or damaging it in any way
- * Do not distract the driver except in an emergency. The bus driver has a right to drive in a safe environment.
- * Listen to and follow the driver's instruction
- * Remain in your seat until the bus reaches your set down point
- * When the bus has completely stopped, alight in a safe, orderly manner. Students must alight at their designated stop unless parents have negotiated otherwise.

Access to the bus

- * Only students allocated to a particular bus run will be permitted to travel on the bus. This will mean students are unable to take friends home on the bus. There may be times when this access can change and parents are asked to either put their one-off request in writing to the principal or delegate of your child's school. Students will only be permitted to be collected or alight from the bus at their designated bus stop.

Deal with issues appropriately

- * Speak to the driver, a teacher or your parent/caregiver about any concerns
- * Solve problems by talking them through calmly and quietly
- * Inappropriate behaviour on the buses will in the first instance result in consequences of having a written warning. Further infringement may lead to suspension from the bus for 3 days up to one month. In conjunction with this the school's behaviour management policies will be followed as necessary.

EXPECTATIONS OF PARENTS AND CAREGIVERS

- * Be on time for the pick up and drop off
- * Remind children of safety rules
- * Regardless of convenience always park your car on the bus stop side of the road away from bends, crests and corners.

- * Where practicable, your children should get out/in the car from the footpath, or from the side furthest from the road.
- * Where possible, and particularly with primary age students wait with your child until the bus has left.
- * Ensure that you and others are aware of the Road Traffic Act which states that a person may not drive at a speed greater than 25 kilometres an hour passing a bus that has stopped to allow children to board or alight.
- * Children should learn to wait until the bus has gone and they have clear vision of the road before crossing
- * Notify the principal of any unsafe situations or practices.
- * Notify the driver when possible if your child/children will not be travelling on the bus.
- * If address/contact details or other details change notify your child's school.

EXPECTATIONS OF BUS DRIVERS

The primary responsibility of the bus driver is to transport students safely to and from school

Where behaviour issues occur the bus driver will:

- * Ensure students travel safely by instructing them clearly
- * Address and/or report issue promptly
- * Listen to and note concerns raised by students and/or parents.
- * Assist the school to solve problems by communicating clearly.

Access to the bus

- * Manage a daily roll of who is accessing the bus both morning and afternoon
- * Ensure students are allocated to their appropriate seat.
- * Ensure students allocated to a particular bus run are permitted to travel on the appropriate bus

Road rules

- * Follow at all times

General

- * Maintain cleanliness of the bus
- * Complete paperwork promptly

BREAK DOWN OR LATENESS PROCEDURES

In the event of a break down students and the driver must remain with the bus. Every effort will be made to contact parents/caregivers.

Before school procedures

- * Bus driver will contact owner
- * Owner will contact high school with details of location and nature of breakdown and how long before a replacement bus can be organised
- * Every effort will be made by the high school to contact parents with details. Parents may opt to make alternative arrangements to transport their children to school.
- * High school will notify relevant primary schools

After school procedures

- * Bus driver will contact owner
- * Owner will contact High School with details of location and nature of breakdown and long before a replacement bus can be organised.
- * Every effort will be made by the high school to contact parents with details. Parents may opt to make alternative arrangements to collect their children from the bus.
- * Students will also have access to the driver's mobile phone to contact parents.

In the event of the late return of an excursion causing significant bus delays

- * Every effort will be made to contact parents.
- * Primary schools will be notified



Kathy Champion
Principal

Please return this section to the front office of your child's school.

I have read the Riverton & District High School Bus Behaviour Code.

We are aware of student expectations, responsibilities and consequences.

To enable your child/children to access travel on the School Bus Service we require the following information. This will allow us to organise suitable seating and computer records.

On receipt of this completed form to the front office of Riverton & District High School (if primary via primary school front office), travel arrangements can be made.

BUS ROUTE.....

STUDENT NAME	DATE OF BIRTH	YEAR LEVEL	SCHOOL
.....
.....
.....
.....
.....

RESIDENTIAL ADDRESS
.....

SECTION NUMBER..... HUNDRED OF.....

RAPID NUMBER.....

POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)
.....

HOME PHONE..... PARENT MOBILES.....
.....

STUDENT MOBILE NUMBER.....

EMERGENCY CONTACT NAME & AND NUMBER.....

NEAREST GOVERNMENT SCHOOL.....

DISTANCE FROM HOME TO NEAREST GOVERNMENT SCHOOLKMS

IF KNOWN – names of other students catching bus at/or closest existing stop.....
.....

DATE OF EXPECTED TRAVEL COMMENCEMENT...../...../.....

Will your child/children be travelling regularly morning and afternoon each day? Y or N
IF NO – additional information please.....
.....

MEDICAL CONDITIONS

Does your child have any relevant medical conditions?

Yes / No

If yes

(1) STUDENT NAME.....

Condition & Treatment.....
.....
.....

(2) STUDENT NAME.....

Condition & Treatment.....
.....
.....

Arrangements for when a bus traveller reaches their stop and no adults are present.
(For primary School Students only)

The bus is out the front is out the front or very close our house and my child can walk home.

Keep my child/children on the bus then

a) **Drop them off at the next stop/neighbours**

b) **Return them to school and I will arrange to collect them**

I will ring to make an appointment to discuss the above arrangements.

I have read and understood the Bus Student Behaviour Management Policy, and have provided all relevant information requested.

SIGNED.....
PARENT/CAREGIVER

DATE.....

Thankyou for your support with supplying this information.