



Pyramid Hill College

School Bus Policy

Rationale:

Student behaviour on and around buses, and the efficiency of bus services are of vital importance to student safety and maintenance of student enrolments.

Aims:

- To ensure that students travelling to and from our school by bus do so safely, and in a manner consistent with Department of Education policies and regulations.
- To ensure bussing issues are dealt with effectively and efficiently.

Implementation:

- Students attending government schools are eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.
- Students attending government schools are also eligible for a Conveyance Allowance so long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.
- To apply for travel on a school bus, parents need to go to: schoolbusapplication.ptv.vic.gov.au and complete an application following which an offer will be made for parents to accept. A student may access travel to a school other than the nearest school upon payment of a fare, which the system will calculate and provide BPay payment details. Students will not be permitted to access the service until payment has been made. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis.
- Our college has the responsibility for the coordination of school buses, including coordination of student travellers and Emergency Management procedures etc.
- Our school will designate a staff member as the bus coordinator. They will undertake all responsibilities associated with bus travel by students. Each bus will have a bus captain.
- Our school bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of each term.
- Close liaison between school coordinator and the bus companies must be maintained.

Conditions of Travel

To ensure the safety of all passengers on school buses, the attached conditions, as determined by the Department of Education and Public Transport Victoria, apply at all times. See Attached sheet.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in bus operations occurs, or after every significant bus related incident.

This policy was ratified by School Council on 26/1/2016

Signed School Council President: Rowan Broad

Conditions of Travel

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

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

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

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

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training 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 student's name and full details of the breach will be recorded.
- The student will be transported 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.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- 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.

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for 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 to 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.