



Bus Policy

Warrnambool East Primary School is committed to Child Safety:

- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Warrnambool East Primary School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Warrnambool East Primary School has human resources and recruitment practices for all staff and regular volunteers.
- Warrnambool East Primary School is committed to regularly training and educating our staff and regular volunteers on child abuse risks.
- We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have specific procedures and training in place that supports the principal, staff and regular volunteers to achieve these commitments.

Policy Statement:

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

Guidelines:

To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with DET policies and regulations

<http://www.education.vic.gov.au/school/parents/primary/Pages/bussafety.aspx>

- A roll will be marked to note students who travel home on the 2 allocated buses
- Bus travellers will have a meeting each term to be reminded of safety and appropriate behaviour.

Student behaviour on school buses

- The coordinating principal is responsible for the communication of acceptable standards of behaviour on school buses to students and families and has the authority to take disciplinary measures for misbehaviour, including temporary or permanent suspension from bus travel.
- Coordinating principals are also responsible for investigating complaints and may issue a *Notice of concern – behaviour* to a student or parent/guardian if they are sufficiently concerned about a student’s behaviour.
- Adequate and up-to-date documentation, such as reports surrounding incidents of misbehaviour, which may support decisions made in relation to discipline, must be maintained. Any subsequent and formal advice of a suspension from bus travel must be provided to the:
 - parents/guardians
 - school or registered training organisation the student attends
 - bus operator and the driver of the bus service.
- During a period of suspension, a student’s transport is the responsibility of their parent/guardian.

Implementation:

- Students in rural or regional areas attending schools may be eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.
- Students in rural or regional areas who do not have access to bus services may be eligible for a Conveyance Allowance to assist in the costs of travelling to school.
- A student may access travel to a school other than the nearest school upon payment of a fare. 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 school will designate a staff member for daily bus duty. They will monitor behaviour on buses and communicate regularly with Warrnambool Bus Lines.
- The Principal along with the staff member responsible with bus duty, will ensure all students travelling regularly by bus, undertake revision of bus safety rules and procedures at regular intervals throughout the year.

Bus Rules for Students

- Remain well clear from moving buses.
- Do not attempt or leave from or enter a moving bus.
- Keep all parts of body and other objects inside bus at all times.
- Remain seated until bus is parked. Use seatbelts when provided.
- Students crossing the road after leaving a bus, do so at the rear of the bus.
- Follow all directions given by the bus driver and bus coordinator at all times.
- Show respect for fellow bus travellers, the bus driver, and members of the community.
- Students are not to visit the corner shop on their way to the bus stop.
- Students are not to visit the corner shop on their way to school after leaving the bus.
- Students are not to use electronic devices while travelling on the bus
- Students are not to eat on the bus
- Consequences for misbehaviour can include reminder of bus rules, designated seating, or, in conjunction with Warrnambool Bus Lines, a ban on bus travel for a designated period of time.
- The staff member responsible for bus duty will supervise the departure of buses from the school at the conclusion of each school day.

Evaluation:

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

Ratified by School Council	May 2019
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