



B

US POLICY

St. Agnes' Primary School

RATIONALE:

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.

AIMS:

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

IMPLEMENTATION:

- Students in Kinder, Yr1 or Yr. 2 are eligible to receive free bus travel to school. Primary students who reside more than 1.6km (radial distance) from school (see eligibility criteria on Bus Application form) are also eligible for free travel.
- Where there is no public transport for all or part of the journey, a Private Vehicle Conveyance Allowance is available for eligible students (see eligibility criteria on PVC Application Form).
- The Principal/Executive and Front Office Secretary control responsibilities associated with bus travel by students, including liaison with the bus company coordinator.
- The Principal and Assistant Principal will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures when required.

Bus Rules:

- *Remain well clear when bus is parking or leaving.*
- *Do not attempt to enter a moving bus.*
- *Keep all parts of body and other objects inside bus at all times.*
- *Remain seated until bus is parked.*
- *Students crossing the road after leaving a bus, do so at the rear of the bus.*
- *Refrain from attracting the attention of the driver except in the case of an emergency and follow all directions given by the driver.*

- Consequences for misbehaviour will be consistent with the Student Code of Conduct, and may lead to suspension from using the bus service.
- Close liaison between the school and the bus companies must be maintained.

Morning Routine:

- The expectation from children when they arrive at school by bus is to alight from the bus at the front gate and walk straight down the pathway to a supervised area.
- Students who arrive on buses before 8.30am are to sit outside the office under the supervision of the teacher on duty.

Afternoon Routine:

Rostered staff will supervise the departure of buses from the school at the conclusion of each school day as follows:

- Each grade has a nominated teacher to escort bus children to the Hall. Kinder and Year 1 combine for this supervision. Once in the hall children find their correct bus line under the supervision of the nominated teacher for their grade.
- The teachers rostered on bus duty will assist with hall supervision and with moving children from bus lines to the busses when they arrive.
- These teachers ensure students board the bus in a safe manner and that bus passes are ready to be shown to the bus driver.
- The rostered staff member, on “Late Bus Duty”, oversees the safety of students and is on duty until the final bus departs – between 3.35pm and 3.45pm.

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