



# KINGSTON COMMUNITY SCHOOL

## BUS TRAVEL PROCEDURES and GUIDELINES

### Days of Catastrophic Fire Danger

If a day of Catastrophic Fire Danger is announced for the following school day, buses will not run. Parents are required to consider family safety and transport their own children to school if desired. If a catastrophic day is advised on the morning on 7:00am news, buses will run.

### Student Behaviour

It is the right of every student and driver to travel safely on school buses. To ensure this the following rules must be observed:

1. Follow the bus driver's instructions at all times.
2. All passengers to remain in their seats with seat belts on while the bus is moving
3. Avoid physical, verbal, racist, sexist harassment and bullying
4. Keep noise to a speaking level
5. Obey the Road Rules, and Road Traffic Authority Act
6. Respect other people's property
7. Seat belts must be worn at all times until disembarkation
8. Disembarking students must walk to the rear of the bus and not cross the road until the school bus has left the drop off point and a safe line of sight in both directions has been established
9. Phones and electronic devices are permitted on buses but must be used in accordance with our policies including our Code of Conduct. (NOTE: The Driver has the right to remove the device if it is a distraction to them)

Additional rules for individual buses will be at the bus driver's discretion. This may include no eating or drinking other than water.

Dangerous weapons and equipment are not allowed on school buses.

Consequences for unacceptable behaviour can include

- ◆ Reminder
- ◆ Warning
- ◆ Shift seats
- ◆ Lunchtime detention
- ◆ Removal from bus for a period of time

All inappropriate behaviour will be recorded by driver and advised to the school.

Parents will be advised by letter of inappropriate behavior.

Repeated instances of inappropriate behaviour may result in suspension from using the bus for a period of time. Parents will need to make alternative arrangements to get students to school.

Where there are incidences of inappropriate behaviour on school buses, a member of the school's leadership team will contact the student's parents and inform them of an incident and the consequence. Records of inappropriate behaviour will be recorded on the school's DUX behaviour management system against the student's name.

Students travelling on buses for occasional travel need to have a bus pass to catch the bus. These are available from the front office area, with parental permission.

If a student wishes to vary their allocated pick up or put down point for a special reason, they must have a written note of approval from a parent or a parent must contact the driver directly prior to travel.

On occasions there may be circumstances when the driver has a legitimate concern for the safety of students. This may mean that the bus is delayed, because of unforeseen circumstances.

### **Pre-school children:**

DfE has no responsibility to provide bus transport for pre-school children. However, pre-school children are permitted to travel on school buses subject to the following conditions:

- The child is met at the set-down point/s
- Individual approval is given in writing by the Principal controlling the bus
- There is room available on the bus
- The bus is not involved in any additional travel
- The child is considered by the Principal to be mature enough to travel safely on the bus, without causing difficulties for the driver
- Permission may be withdrawn if the bus seating capacity is filled by students eligible for bus travel.
- The child is able to operate the seat belts (or arrangements are made by the parents for a family member or friend to attach the belt)

### **For Contractors and Drivers**

#### **Bus Route**

- Buses operated under contract to the department are not to be alternated between routes without approval from the Manager, Transport Services, except in the case of an emergency where the principal may authorise such change.

### **Students – out of school activities**

Students are permitted to travel on buses for out-of-school activities, eg sports training, private visits and after school work, provided:

- there is available room on the bus
- the bus is not involved in any additional travel
- a request in writing from the parent/guardian is received and specific approval is given in writing to the parent of the student via our bus pass and it is recorded in our transport log, the bus driver will be informed via the pass.
- Students – work experience
- Students are permitted to use departmentally provided school buses to attend work experience locations, subject to adherence to the conditions set out above.

### **Drivers' children**

- Where there is no alternative option, drivers of department owned and operated buses and buses operated under contract to the department, are permitted to take their babies and small children with them on the bus provided this causes no interruption to the normal service

### **Buses operated under contract to the department for the transportation of children to and from school.**

- Principals, in conjunction with governing councils, are responsible for ensuring that drivers employed by contractors satisfy the criteria described in Licence requirements, have completed an ED222 form, meet the driver selection criteria in 'Selection and Approval' and have been approved.

### **Drivers of contract operated buses carrying children to and from school must:**

- Ensure the safety and behaviour of students while they are entering, travelling in and alighting from the bus, and report continued or serious misbehaviour to the principal. Drivers must not, under any circumstances, put students off the bus as a disciplinary measure or use any form of corporal punishment.
- Observe the requirements of the *Road Traffic Act 1961* and the *Motor Vehicles Act 1959*, all signs, signals, road restrictions and be courteous to other road users.
- Use discretion in an emergency situation, but on no account leave children unsupervised in such a situation.
- When carrying students, ensure that the lights are switched on (low beam).
- Ensure that doors are closed when the bus is in motion.
- Avoid reversing a bus unless a responsible person is available to provide
- Not convey any persons other than approved students and passengers
- Ensure that children sit in assigned seats
- Not allow parcels or equipment, other than hand held luggage, to be carried on the bus
- Adhere strictly to the bus timetable
- Not drive in bare feet, thongs or derivatives, or high-heeled shoes.
- At all times while driving a bus be able to satisfy a zero blood alcohol reading as required by legislation
- Not take any drug likely to impair performance as a bus driver.
- Not smoking.
- Not put children down at other than their normal bus stop without specific approval in advance from the principal.
- At all times observe local speed restrictions, exercise judgement and regulate speed according to road and/or weather conditions.

### **First aid kits**

- First Aid Kits and bushfire response blankets to be carried on the bus supplied by the contractor and ensure that the kits are stocked and left in the bus at all times.

### **Fire extinguishers**

- The Code of Practice for Buses stipulates that every bus registered in South Australia shall carry within it, in such a position as to be readily available for use, an

appropriate and efficient fire extinguisher. Every fire extinguisher shall be maintained in an effective working order, having adequate operating instructions displayed.

### **Bus breakdowns**

- In the case of a bus breakdown en route the established contingency plan is for the driver to advise the school who will advise all parents via text message, the contractor will be advised by the bus driver and the following options should be employed:
- if practicable, another contract operated bus can be diverted to provide assistance
- It is the contractor's responsibility to provide a replacement bus
- However, the principal may use a departmental bus to assist if no other option is available
- Students are to remain on the bus if safe
- Safety lights must be used

Where a bus breakdown occurs prior to the commencement of a run, the following is to apply:

- It is the contractor's responsibility to provide a replacement bus

### **Bus accidents**

In accidents involving contractor operated school buses the principal must be notified of the accident as soon as possible

- Contract Operated Buses– Accident/Injury Report (ED155) must be completed in the event of injury to school children and departmental staff and forwarded to the Manager, Occupational Health and Safety Unit
- The Critical Incident process should be followed in the event of a serious accident.
- Accidents need be reported to the police