30th January 2015

NOTICE 001 – 2015  BUS TRAVELLERS

Dear Parents,

To ensure that the bus list is correct for the start of the year, all bus travellers (even if you have already told the office) must return the form below to the office by WEDNESDAY 4TH FEBRUARY. (A separate note per child). Please note on the form below which days your child will be catching the bus in the afternoon. **Students who do not return forms will be removed from the bus list.**

Also please read and sign the “Conditions of Bus Travel – Safety Requirements.”

Parents **MUST** provide a written note if children are not travelling by bus on their designated days. If circumstances alter during the day you may ring the office.

As children enter the bus area their names will be marked off by staff. They will then board the bus or be otherwise dismissed.

**Unless we receive parental notification or children are collected from the bus area they will join the bus.**

Please contact Leesa in the office if you have any questions.

Helen Freeman
Principal
BUS TRAVEL

Childs Name: ............................................................ Grade: ..........................

Please tick the days your child will be traveling on the bus in the afternoon.

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<th>Monday</th>
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Conditions of Bus Travel – Safety Requirements
To ensure the safety of all passengers on school buses at all times the following conditions apply.

**To ensure safe travel on school buses, students must agree to the following:**
- At the bus-stop do not play on the road or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Do 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.
- Do 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.
- Seat belts must be worn where fitted.

**To ensure passengers 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.
- Do not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be riding home on the bus that day.
- Use a standard conversational tone and do not 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 misbehaviour or vandalism.
- If you ride a bike to the bus-stop, please leave it in a safe and secure place. The Department of Transport and the Department of Education and Early Childhood Development 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 offender’s name and full details of the breach will be recorded.
- The offender will be carried 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. (Refer to Policy and Procedures for Contract School contract bus services in Rural and Regional Victoria, Section 8.3.)

Following the report of a relevant incident, the coordinating principal who 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.

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.

I certify that:

- All details provided are true and correct
- I will notify the Principal in writing within 7 days of any change of address or school
- I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child
- I consent to release of information provided to the Department of Transport to assist with planning for transport Services

Student name ____________________________________________

Parent/guardian name ______________________________________

Parent/guardian signature ________________________________

Date: _____ / _____./ _______