PURPOSE:
Numerous students travel to and from school daily by bus. Student responsibility, behaviour, safety, comfort and supervision is a high priority.

GUIDELINES:
This school's policy draws on information obtained from the Department of Education and Early Childhood Development School Bus Program Policy and Procedures November 2013 and aims;
• To ensure that students travelling to and from our school by buses do so safely.
• To ensure bussing issues are dealt with effectively and efficiently.
• To ensure parents and guardians are well informed about travelling on a School Bus.
• To ensure the safety of all passengers on school buses at all times.

POLICY IMPLEMENTATION AND PROCEDURES:
Considerable responsibility rests with all concerned to ensure that school bus travel is as safe as possible therefore the following rules have been prepared and will be communicated with all parties involved:

Hamilton (Gray St Primary School) will:
• Send home at the start of the year a notice for parents to review and sign advising the Conditions of Bus Travel – Safety Requirements.
• Send home at the start of the year a notice for parents to select the days which days their child/ren will require bus travel. This notice must be returned by the due date or students will not be able to travel on the school bus.
• Have a bus roll of students that travel by bus located in the main administration office.
• Have a bell ring 5 minutes before the end of the school day, allowing bus travelers time to leave their classroom.
• Provide a staff member to check the students names off the bus roll as they board the bus
• Call a student once over the Public Address system if they fail to arrive at the bus line at the end of the day. After that the staff member in charge will allow the bus to leave. Parents/guardian will then be contacted to arrange alternate transport for their child/ren.

Hamilton (Gray St) Primary School Students will:
In the morning:
• arrive at the bus-stop 10 minutes prior to departure.
• Wait at the bus stop in an orderly fashion.
• Not play on the road or try to get on the bus before it has stopped completely at the bus-stop
• Place bags and other belongings in the allocated storage areas.
• Get on the bus quietly and in an orderly manner
• Let the driver know if they will not be riding home on the bus that day.
On the bus both to and from school

- Remain seated for the whole journey and until bus is parked.
- Use seatbelts when provided.
- Throughout the journey, talk quietly and refrain from calling out.
- Not eat or drink while on the school bus.
- Make sure belongings are inside the bus at all times.
- Follow all directions given by the bus driver.
- Not throw litter, or any other object, in or from the bus.
- Not have any part of his/her body protruding from a bus.
- Not behave in boisterous conduct or “horseplay”, nor any action that may distract the ATTENTION of the driver. This includes “yelling out” and the making of sharp, loud noises.
- 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.
- Get off the bus quietly and in an orderly manner.
- Be considerate to one another and their bus driver.

At the end of the day at School

- Meet at the bus line immediately after the bus bell at 3.25pm.
- Line up in an orderly fashion.
- Wait for their name to be called before getting on the bus or otherwise dismissed.

At the Bus Interchange:

- Not try to get on the bus before it has stopped at the bus-stop.
- Place bags and other belongings in the allocated storage areas.
- Wait at the bus interchange area in an orderly fashion.
- Get on the bus quietly and in an orderly manner.

Hamilton (Gray St) Primary School Students will ensure safe travel and behaviour at all times by:

- Not fighting, hitting or harassing anyone on the bus or at any bus stop.
- Not using foul or abusive language under any circumstances.
- Not undertaking any vandalism.
- Not carry dangerous or flammable goods on the bus, for example aerosol cans.
- Travelling ONLY on the bus to which they are allocated.
- Waiting on the same side of the road until the bus has moved on and they have a clear view of the road in both directions, before crossing the road.
- Not boarding a bus while it is in motion.

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 Transport (Passenger Vehicle) Regulations 2005)
Following the report of a relevant incident, the coordinating principal or the Client School Principal/Bus Coordinator 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.

Parents/carers of students attending Hamilton (Gray St) Primary School will:

- 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.
- Wait for their child/ren to enter the bus area where their names will be marked off by staff. Children will then board the bus or be otherwise dismissed.
- Send written notification if their children are to be collected from the bus area. If there is no written notification children will join the bus.
- Be responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- Wait for bus passengers at a roadside bus stop should wait on the same side of the road as the bus, to prevent accidents.
- Be aware that 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.
- Ensure if child/ren ride their bike to the bus-stop, it is left 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 child’s bike.

EVALUATION

This policy will be reviewed as part of the school’s three year review cycle or earlier as required.