

## Bus Policy

The safety of students travelling on school buses is of paramount importance. It is the right of all school bus travellers to have the safest possible service provided. The driver will treat all students respectfully and in turn will be treated respectfully by all students.

It is the responsibility of all bus users to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers.

### Responsibility: Bus operators

- Maintaining buses in a clean and safe operation. Strict guidelines have to be followed for service and inspection of school buses.
- Adhere to scheduled pick up and drop off times.

### Responsibility: Bus Driver

- Driving in a safe manner.
- Being aware of the students on the bus and their needs.
- Taking note of any student's concerns and inform the School.
- Promptly notifying the school of any negative behaviour or incidences that occur on the bus.
- Using "child" appropriate language when dealing with students.
- Holding the necessary licence including, but not limited to, Working with Children Check, First Aid Certificate, Driver Authorisation, relevant Driver's Licence and qualifications.
- Adhere to scheduled pick up and drop off times.

### Responsibility: Students/Parents

- Students must remain seated at all times during transit and wear their seat belts.
- Talk quietly and avoid noise which may distract the driver.
- Listen to the driver and follow his/her instructions.
- Food, drinks or chewing gum are not to be consumed at any time on the bus
- Respect other people's property and the bus.
- Behave in a courteous manner to others on the bus.
- Keep the bus clean.
- Footwear and clothing is to be clean and tidy before boarding the bus. Uniform standards are enforceable during bus travel.
- School bags are to be stowed under the seat or in appropriate luggage areas. Aisles must remain free at all times.
- Students using the School Bus Service are bound by the School rules and regulations.

The Executive Officer - Business maintains an accurate and updated record of:

- Bus routes (maps)
- Bus timetable – times of pick up and set down for each stop.

Information relating to the bus routes and times will be available on the St Hilda's Anglican School for Girls' website.

### **Agreement for Students Pre Primary to Year 6 travelling on the Chidley Bus**

Acknowledgement:

We hereby agree to the conditions listed below, for our child, who will be travelling on the St Hilda's Private Bus Service. We acknowledge that our child is in Pre Primary to Year 6.

- Parent/guardian/ will be at the bus stop to drop off and pick up child prior to the scheduled time.
- Parent/guardian will assist child onto and off the bus.
- If a parent/guardian is not at the bus stop when the bus arrives, the driver will not allow the student to disembark from the bus. The student will be returned to the School and the parents will be contacted to collect their child from the Extend Ed room.
- Extend Ed fees will be incurred for returning the child to the School. This will be charged to the student's account.
- If a sibling over the age of 10 is accompanying the child in Pre Primary to Year 4, this is sufficient.