

# School Bussing Policy

## Koroit and District Primary School

### Rationale:

- To provide direction and support for the principal in the coordination of the Koroit and District School Bus.
- To inform students, staff, principal, parents and guardians of their responsibilities.

### Aims:

- To ensure that students using the buses to travel to and from school do so safely, comfortably and under appropriate school supervision.

### Implementation:

- Together with DET directives:  
<https://www2.education.vic.gov.au/pal/school-bus-program/policy> will be the essential reference guides for all decisions relating to school bus issues.
- The principal will be the coordinator and will designate a manager. S/he will:
  1. Keep an up-to-date bus roll containing all passengers, their addresses, telephone numbers, and expected bus times will be compiled and given to the Police, Bus Driver, Fire Brigade, Vicroads, SWV School Bus Coordinator, and the principal of St Pat's, Koroit;
  2. A map showing the exact route of the school bus will be drawn up and given to the Police, Bus Driver, Fire Brigade, Vicroads, SWV School Bus Coordinator, and the principal of St Pat's, Koroit;
  3. Keep the bus driver informed about any information pertaining to a passenger that the principal believes the driver should be aware of;
  4. Draw up Whole Bus Emergency Action Plan to cover the following emergency situations: external fires, internal fire, traffic accident, injury or sickness to a passenger, injury or sickness to the driver, etc.
  5. Ensure that emergency action plans are fully discussed with passengers and driver each term. If a student misses a bus, it will be necessary for parents to make arrangements for transport to and from school.
  6. Liaise with the bus driver regularly regarding students' behaviour; and,
  7. Give all passengers' parents/guardians a copy of this policy.
  8. Staff will mark off a roll each afternoon with bus travellers for that day.
  9. The general rule is that students living 4.8 km or more and attending their closest appropriate school/campus are eligible to travel on a school bus at no cost. Students not attending their closest school/campus may access a school bus subject to seating capacity and upon payment of a fare.
  10. A conveyance allowance may be applied for if the student resides 4.8km or more by the shortest practicable route from KDPS.

### Travelling on the School Bus:

- Permission to travel on a school bus is a privilege and not a right.
- Permission to travel may be withdrawn if a student's behaviour is unsatisfactory.
- Irregular travellers need parents/guardians written request to travel on the school bus and this must be approved by the bus coordinator.

### School Bus Rules:

Considerable responsibility rests on all concerned to ensure that school bus travel is as safe as possible and, with that in mind, the following rules which will be rigidly enforced, have been prepared:

- Students must wait at the bus stop in an orderly fashion. They should not play on the roadway, nor should they attempt to approach the bus until it has stopped.
- On leaving a bus, students must wait 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 attempting to cross the road.
- Parents waiting for students at a bus stop should wait on the same side of the road as the bus so as to eliminate any risks of students running across the road.

- No student is to board or leave the bus while it is in motion.
- Students must enter or leave the bus in a quiet, orderly fashion.
- Where a student rides a bicycle to the bus stop, it should be left in a safe place where it will not cause any inconvenience. Neither the Public Transport Corporation nor the Department of Education nor the school can accept any responsibility for the bicycle.
- Students must remain seated for the whole of the journey. No student should, under any circumstances, have any part of his/her body protruding from a bus or throw litter from a bus.
- Boisterous conduct or "horse-play" will not be allowed nor will any action which may distract the attention of the driver.
- While it is not expected that students will remain silent throughout the journey, there could be times when absolute quiet will be requested by the driver in the interests of safety; for example, when approaching a railway crossing. Students should talk quietly at all times and refrain from calling out to passing traffic.
- Students must not talk to the driver while the bus is in motion.
- Smoking is not permitted on a school bus.
- Any bus traveller not returning home by the bus or desiring to leave the bus at a stop other than his/her normal one must seek permission to that effect. Under no circumstance will a bus be delayed while messages are being picked up or delivered. If a student misses a bus, it will be necessary for parents to make arrangements for transport to and from school.
- Students are permitted to travel on a school bus only on days when they are attending school. School buses are not to be used for travel to and from temporary employment or for a social or sporting purposes. Requests to use the bus for alternative care arrangements must be in writing prior to the travel.
- The bus driver is not permitted to carry any other passengers or goods.
- Use of emergency equipment or exits is only in the case of genuine emergency

**Non-compliance with any of the above rules of travel will result in the following:**

- The driver will stop the bus.
- The student's name will be recorded together with full details of the nature of the offence.
- The offender will be carried to his/her and to his/her bus stop.
- The offence will be reported to the principal at the first opportunity.
- In cases of misbehaviour or vandalism rigorous action will be taken. Where it is considered that the offence warrants it, the pupil will be suspended from using the bus for a specified period. If that occurs, it will be necessary for parents to make arrangements for the student's transport to and from school during the period of suspension. Suspension for an indefinite period will be imposed if a pupil is a persistent offender.
- In all cases of vandalism, those responsible will be required to meet the cost of repairs.

**Parents'/Guardians' Responsibilities:**

- To ensure their child's safety while getting to and from the school vehicle pick-up/drop-off points;
- To be at the pick-up/drop-off points each day or arranging for a responsible adult to be there if the drop off is not at the family gate.
- To support the enforcement of school vehicle safety rules and procedures; and,
- To review and discuss safety rules and procedures with their children on a regular basis.
- For supervising their child/ren until the school bus arrives and it is expected that parents fulfil this responsibility.
- For the safety of the child/ren once they get off the bus and it is an expectation that parents will fulfil this responsibility. The bus cannot wait until parents arrive at the bus stop.
- It is the parents' responsibility to see that students are not late for the bus.
- To let the school know about emergency care arrangements for their child.
- Instruct children to wait until the school vehicle driver directs them to cross the road and board the vehicle. They must establish full eye-contact with the driver, wait for the driver to signal, check traffic in both directions and then cross the road in front of the vehicle
- Instruct children to place special equipment they may need to bring to school in the bus storage space, under seats or in their laps. They must leave aisles and emergency exits clear.

<b>Implemented</b>	February 2025
<b>Review Date</b>	February 2028