



## School Bus Policy

Student behaviour on and around buses, and the efficiency of bus services are of vital importance to student safety, an effective bus service and maintenance of student enrolments. DET regulations provide that State and registered school students may be permitted to travel on a school bus subject to the conditions set out in the Educations Regulations 1988.

### **SCOPE**

This policy applies to all members of the Portland Secondary College Community.

### **POLICY**

Students attending government schools are eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.

Students attending government schools are also eligible for a Conveyance Allowance so long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.

A student may access travel to a school other than the nearest school upon payment of a fare. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis.

Our college has the responsibility for the coordination of school buses, including coordination of student travellers, payment of fares, and coordination of Displan procedures etc.

Our school will designate a staff member as the bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the bus coordinator.

Our school bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures upon applying for bus travel approval.

It is the responsibility of the Bus Coordinating school to ensure students and families understand and follow the processes outlined below.

It is the responsibility of the Bus Coordinating school to monitor demand, loading and capacity of bus services.

Permission for students to travel on the school bus is a privilege and not a right. Parents must complete an Application for Permission to Travel – Eligible School Students form and read the Conditions of Travel. In signing the consent form parents acknowledge they are accepting the Conditions of Travel outlined in the document. Violation of these conditions may result in permission to travel on the bus being withdrawn.

### **Conditions of Travel**

School bus services are designed to ensure that students arrive at school in sufficient time to prepare for school instruction. To ensure that the schedules are not interrupted it is the parents responsibility to see that students are not late for the bus.

Students must wait at the bus stop in an orderly fashion. They should not play on the roadway not should they attempt to approach the bus until it has stopped.



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On leaving the 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 a student at the bus stop should wait on the same side of the road as the bus so as to eliminate any risk of students running across the road.

No student is to board or leave the bus while it is in motion.

Students must enter and leave the bus in a quiet, orderly fashion.

Students who have been allocated a seat must remain seated for the whole of the journey.

Seating of the students is at the discretion of the bus driver but generally primary school students will sit in the front half of the bus and high school students towards the rear of the bus.

No student should under any circumstances have any part of his or her body protruding from a bus or throw litter, etc from a bus.

Boisterous conduct or mucking around will not be allowed nor will any action that may distract the attention of the driver. This includes the taking of photos without permission, being out of the seat, standing on seats, teasing and bullying behaviour.

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. Students should talk quietly at all times and refrain from calling out to passing traffic.

Smoking is not permitted on a school bus.

Eating and drinking on the bus is permitted as long as students dispose of their rubbish appropriately.

Seat belts must be worn where fitted.

Bags must be placed in allocated storage areas or on the seats, not left in the aisle.

If students are aware they will not be travelling on the bus on a particular day, they should let their driver know if possible.

Students are permitted to travel on a school bus only on days when they are attending school. People who do not attend school are not permitted to travel on school buses.

If a student misses a bus, it will be necessary for parents to make arrangements for transport to or from school.

Students should listen to the bus driver and bus captain at all times. These people are responsible for maintaining school bus safety and also have the authority to report any misbehaviour or vandalism to the host school (Portland Secondary College).

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

The driver will stop the bus when it is safe to do so and issue a verbal warning. The student's name will be recorded together with full details of the nature of the offence.

The driver will register the complaint with the host school who will investigate the complaint. If a complaint is received by a parent, it will be the responsibility of the host school to inform the driver and investigate the complaint. Portland Secondary College, together with the bus driver/company will decide on appropriate



consequences and inform the student's School Principal to issue disciplinary action. The relevant School Principal will inform the offending student's parents.

In cases of misbehaviour, bullying or vandalism, rigorous action will be taken. Possible sanctions include a verbal warning, a written warning, parent contact, allocation of a set seat on the bus or suspension from the bus from anywhere to a day to a term depending on the nature of the offence. If suspension from the bus occurs it will be the responsibility of the parent to make arrangements for the student's transport to and from school.

In all cases of vandalism, those responsible will be required to meet the cost of repairs.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Portland Secondary College Council
- Portland Secondary College website
- Staff induction process
- Staff Knowledge Base

## **RELATED POLICIES AND RESOURCES**

- Student Wellbeing and Engagement Policy

## **REVIEW CYCLE**

<b>DATE</b>	<b>VERSION</b>	<b>APPROVED BY</b>	<b>NEXT REVIEW</b>
<b>July 2024</b>	<b>3</b>	<b>Jo Kindred Principal</b>	<b>June 2026</b>