



Bus Policy

Rationale

This policy outlines the organisation and operation of buses at the College, as well as the expected conduct of students. The policy arises out of care for student safety and the appropriate representation of the College in the public domain. The College will take all reasonable measures to ensure that bus travel is safe and that students conduct themselves in a manner that the College expects.

Principles

- Student behaviour on and around buses is of vital importance to student safety, an effective bus service and the maintenance of student access to the College.
- The College is committed to organisational and operational procedures that ensure the safest possible bus service provided.
- It is the responsibility of all students to ensure that the driver is able to perform his/her duties free from the distraction and worry of disruptive behaviour.
- That College expects that students represent the College well, at all times, when in transit or waiting for bus transport.

Procedures

1. Student Behaviour Expectations

Expectations for behavior of students travelling on the bus are for the health and safety of all concerned. The College expects that students uphold the following behaviour throughout bus travel:

- No student is permitted to walk or stand in the aisle, or move from seat to seat in a moving vehicle.
- Students must wear seatbelts where provided, as required by law.
- Sitting on arm-rests is not allowed.
- When seated, students are to face the front of the bus and not stand up till the bus has stopped. If, at any time, the driver has to break suddenly, the risk of injury by being thrown about is decreased if passengers are seated.
- Follow the bus driver's instructions.
- When racks are provided, use these for bags. If no racks, keep bags under seat and clear of the aisle.
- Use of bad language or offensive gestures are not permitted on school buses.
- Antagonizing or annoying other students is not allowed.
- No object or food should be thrown either inside the bus or from it. It is an offence by law to throw any object from a moving vehicle.
- Screaming and shouting are distractions to the driver and students should refrain from this practice.
- When leaving the bus, always go behind the bus before crossing the road. This gives following motorists a clear view of any pedestrians.
- Vandalism and graffiti will not be tolerated.
- Food and drink are not to be consumed on the bus.
- Fighting or aggressive behavior are not allowed.
- No part of the body of a person shall protrude from the bus.

2. Incident Response

Transport of all bus travelling students from point of origin to and from school is the primary responsibility of the Bus Contractors. However, in the event of an incident occurring, the following procedures will apply.

2.1 Morning Incident on Bus Travel to School

- The College will be advised by the Bus Company in the event of a bus being involved in an accident or significant breakdown.
- The College Organiser will be informed of the matter, and will then advise affected staff in an appropriate manner (announcement, whiteboard, etc.).
- All students missing from Morning Homeroom should still be marked as absent.
- College Office staff will identify the students involved, once it is known that a particular bus has been in an accident, or is experiencing an indefinite or long delay.
- Once reason for the delay is known, along with basic information concerning wellbeing of students, College Office staff will contact parents or emergency contacts if need be to inform them of the situation.
- Students arriving at the College after a delay or incident should report to the Main or Senior Programs Office for a late pass if the delay prevents them from attending Morning Homeroom. If circumstances require, students will be counselled individually or as a group, by appropriate College staff, prior to joining in normal classes.

2.2 Afternoon Incident on Bus Travel from School

- If a bus has broken down, the bus company will send another bus as soon as possible to transport the students to their stops.
- If the bus has been involved in an accident, the bus company will inform the College.
- College Office staff will identify the students involved, once it is known that a particular bus has been in an accident, or is experiencing an indefinite or long delay.
- Once reason for the delay is known, along with basic information concerning wellbeing of students, College Office staff will contact parents or emergency contacts to inform them of the situation.
- If a serious incident has or is still occurring, e.g. flood, fire, dangerous storm, students will remain at the College at the end of the day. Parents will be contacted to arrange collection. The College Bus Coordinator or Leadership Team member will remain at the College until all students have been collected.

2.3 Reporting Inappropriate Student Behaviour on a Bus

The Sacred Heart College Bus Coordinator receives all behavior issues involving Sacred Heart College students that occur on a bus.

- The Deputy Principal-Student Wellbeing, the Year Level Leaders and other relevant staff handle all behaviour issues involving students that occur on a bus.
- Incidents can be reported by:
- The Bus Driver/Company, via the Kyneton Secondary College Bus Coordinator, who then contacts the Sacred Heart College Organiser who will in turn, refer the matter to the relevant staff
- The students, via Year Level Leader and the Deputy Principal-Student Wellbeing
- Parents to the Year Level Leader or Deputy Principal-Student Wellbeing and Bus Captain.

2.4 Consequences for Inappropriate Behaviour on a bus

In most situations the Deputy Principal-Student Wellbeing generally determines the consequences. When students from Kyneton Secondary College are involved, there will be consultation with the Kyneton Secondary College Bus Coordinator. The bus companies may refuse to allow poorly behaved students to travel on their buses if they are deemed a risk to others. Possible consequences:

- Warning letter from the bus company.
- Clean up any mess made on the bus.
- Removal from the bus for period of time.
- Removal from the bus permanently.
- Reallocation to another bus.
- Replacement of damaged items.

3. Daily Bus Travel

3. 1 Morning Bus Travel to School

Initial Bus Pick-up Point

- Students are required to be at the pick-up point by the pick-up time, and wait at that point until collected.
- Students should remain at the pick-up point. In the event of a bus being late, the Bus Company will make alternative arrangements. Under no circumstances should students leave the pick-up point, other than by bus, without their parents' knowledge.
- In the event that a student makes alternative arrangements with his/her parents, in the case of a bus delay, the parents are requested to communicate this with the College.

Bus Change-over Points (Taradale and Macedon)

- When the second bus is present and waiting, students are required to move between buses in a prompt, orderly and safe manner.
- If the second bus has not arrived, students should remain at the change-over point. In the event of a bus being late, the Bus Company will make alternative arrangements. Under no circumstances should students leave the change-over point, other than by bus, without their parents' knowledge.

Kyneton Secondary College Interchange

- Interchange buses unload at the Ferguson Street end of the Interchange.
- Students alight, exit the Interchange and walk along the Ferguson, High and Epping Street footpaths, using the Epping and High Street school crossings, and enter the College via their respective gateways.

Bus Parking at the Front of Sacred Heart College

- Ferguson Street buses unload on the Sacred Heart College side of High Street, adjacent to the House.
- Students alight, walk along the High Street footpath and enter the College via their respective gateways.

Staffing

- A Sacred Heart College staff member is present at Kyneton Secondary College from 8.30 am –8.45 am daily.
- The High and Epping Street crossings are supervised by Shire Council employed supervisors.

3.2 Afternoon Bus Travel from School

Crossings

- All Sacred Heart College bus travelling students exit the College via their respective gateways, cross High Street via the supervised school crossing and then cross Epping Street via the school crossing.
- The High and Epping Street crossings are supervised by Shire Council employed supervisors.
- A Sacred Heart College staff member is present at both the High Street and Epping Street crossing from 3.30 pm –3.40 pm daily.

Kyneton Secondary College Interchange

- Kyneton Secondary College Interchange bus travellers walk via Epping, High and Ferguson Streets footpaths to enter the Interchange. They board their buses via their respective Interchange gateways.
- The Kyneton Secondary College Interchange is supervised by a College staff member from 3.35 pm to bus departure time (3.45 pm) every day.

Ferguson Street

- Ferguson Street bus travellers walk via High, Epping and Ferguson Street footpaths to their buses in Ferguson Street.

4. Excursion Bus Travel

Excursions during Regular School Hours

- Details of the excursion will have been communicated to parents CareMonkey from the coordinating teacher, prior to the activity. It will include times of departure and return, location of the excursion, travel arrangements and permission authority.
- Students will not be taken on the excursion if they have not returned a signed permission slip.
- Students will be picked up and dropped off at the College.

Excursions which Begin and/or End Outside of School Hours

- Details of the excursion will have been communicated to parents through CareMonkey from the coordinating teacher, prior to the activity. It will include times of departure and return, location of the excursion, travel arrangements and permission authority.
- If a student is not present at the pick-up point at the designated time, the bus will proceed according to schedule and a staff member will notify the College Office staff of any student not accounted for, once the bus reaches its destination.
- Due to Child Safe requirements, all student will be returned to the College at the end of the excursion when outside normal College drop off times, should parents not be at the allocated points.
- In the event of a bus being delayed significantly, the teacher travelling on the bus will contact the College with a revised estimate of return times.
- The General Office is staffed until 4.30 pm each day. Parents are therefore able to contact the College for information of returning excursions. If a delay is known during school hours, an SMS will be sent to all parents notifying them of the change in arrival times. The coordinating teacher/s or Leadership will make every attempt to contact parents. Please take note of the phone number advised on the initial CareMonkey notification should you have any queries.

- In the event of a more serious incident, for example, an accident, a major breakdown, or indefinite delay, the teacher attending will communicate with the College. This may require calling a Leadership Team member's direct line after 4.30 pm, if necessary. College Staff will endeavour to contact the relevant families.

A list of staff and students participating in all excursions is to be given to the Student Office and entered on CareMonkey.

5. Camps, Retreats and Tours Bus Travel

- Bus travel arrangements for Camps, Retreats and Tours follow the above procedures depending on whether the bus travel is within school hours or outside school hours. Specific Instructions are given in the Permission Letter for the Camp, Retreat or Tour regarding departure and arrival times.

Related Policies

Respectful Relationships – Anti bullying Policy

Student Wellbeing Policy

Camps and Excursions Policy

| | |
|------------------------|-------------------------------------|
| RESPONSIBILITY: | Deputy Principal- Student Wellbeing |
| DATE DEVELOPED: | 2004 |
| DATE UPDATED: | July 2020 |
| REVIEW DATE: | July 2022 (Biennial Review) |