# BUS POLICY

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact the main office of Nelson Park school (03) 52783620.

## 1. RATIONALE:

Outline the roles and responsibilities of all stakeholders to ensure the safety of students and staff when travelling to and from the school via the bus service.

This policy applies to both the Libau and Illinois Campus and any differences between campuses is specified.

## 2. AIMS:

a. To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education and Early Childhood Development policies and regulations.
b. To ensure transport issues are dealt with effectively and efficiently.

## 3. IMPLEMENTATION:

a. Students attending government specialist schools may be eligible to receive funding through the National Disability Insurance Scheme (NDIS).
b. Six Contract Buses service the needs of students at this school.
c. Where practicable buses will adhere to scheduled pick up and drop off times.
d. The School Bus Co-ordinator (nominated Assistant Principal) is responsible for all elements associated with bus travel by students, including liaison with the bus personnel and parents.
e. Students are supported by a supervisor and a driver on each bus.
    - Students must be accompanied by a supervising adult when being collected and dropped off - carers must be at bus stops five minutes beforehand.
    - Arrangements can be made with the school by parents/carers for students to walk independently home from bus stops – An Independent Travel Permission form is available from the office.
    - Students are to behave in a safe and socially acceptable manner at bus stops and whilst travelling on buses.
    - Alterations to travelling arrangements are to be conveyed, by parents directly to the school office via phone or through student diaries – it is always important to acknowledge changes in student diaries.
f. Student misbehaviour will be communicated to the relevant Assistant Principal verbally and a written report is to be sent to the relevant Assistant Principal. This information will be shared with classroom teachers and parents to assist with developing strategies to improve behaviour on the bus. Parents will receive notifications of behaviour via Compass.
g. Supervisors are able to implement a number of strategies in conjunction with the school to ensure safe travel of students – i.e., moving students to the front of the bus.
h. Students will adhere to school mobile phone policy – phones may only be used for students to listen to music with headphones.

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i. Continued unsafe or anti-social behaviour may lead to a suspension from using the bus service. Continued unsafe or anti-social behaviour can also lead to a student being permanently removed from the bus service.

j. The rules for the bus follow our school wide rules–

**Always try your best**
**Always treat others and yourself with respect**
**Make good choices**
**Care for our school**

k. Students will be placed on buses by school staff for the journey home and they will be escorted off the buses in the morning.

l. If a child is dysregulated at the end of the day, it is the schools responsibility to ensure the safety of all bus travellers by making other arrangements for the student to travel home.

m. Close liaison between the Bus Co-ordinator and the bus companies is maintained.

n. The Assistant Principal and office will be notified of any changes to bus travel (for example a change of address) and, where possible, new arrangements will be made within a week. Supervisors can access student information from the school office.

o. Once a bus has begun its scheduled run it will not be asked to return or stop en-route in order to collect students who have been left behind

p. The school will meet with Bus drivers and supervisors once a term.

q. Parents/Carers are not permitted to travel on or board the buses.

r. In the event of a breakdown

- The school will be notified of the expected delay and bus staff will alert families via the manifest.
- Arrangements will be made to enable students to continue their journey as quickly and safely as possible.

s. In the event that a child with a medical action plan is unwell, bus staff are to follow the action plan supplied by the school and implement such treatment as they are able.

t. If a parent/carer fails to meet the bus, the student will remain on the bus and the school will be notified – the school will then contact the family or emergency contacts to ensure that the student will be collected safely. It may be necessary for the student to stay on the bus for the entire run and be collected from the school.

u. Complaints will be directed to the Bus Co-ordinator. In the event that issues are not resolved, the Principal, representatives from the bus company and/or representatives from DET will assist.

***v.*** In the event of an emergency, the relevant Emergency Services and the school must be contacted immediately. The school will notify parents and the ***"Emergency and Security Management Unit"*** of the Department of Education and Early Childhood Development.

## 4. ROLES AND RESPONSIBILITIES:

**Bus protocol for students**

a. Students are to demonstrate adherence to the 4 whole school rules:

**Always try your best**
**Always treat others and yourself with respect**
**Make good choices**
**Care for our school**

b. Students must wait at the bus stop in an orderly manner.

c. Students are to remain seated for the duration of the whole journey–unless requested by the chaperone to move seats.

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d. Students are to comply with supervisor and driver instructions.
e. All scooters will remain in the bus storage area ready for collection at the end of the day. They will not be brought into school. The bus contractor and school will not accept legal liability.
f. Students must adhere to the school mobile phone policy.

**Bus Protocol for Parents**

g. Notify the school if your child is to be absent from school.
h. Send messages to the school directly through the school office, not with the driver or supervisor. This alleviates human error.
i. All bus issues are to be dealt with the school directly.
j. Notify the school directly through the office **(no later than 2pm)** if there are any alterations to transport arrangements.
k. Parents/carers must be waiting for the bus at the designated stop; it is recommended that parents/carers be at the bus stop at least 5 minutes before drop off and pick up: **The bus will not wait beyond the scheduled pick up time.**
l. The supervisor must hand the child over to a parent or carer (with identification) unless arrangements have been made with the school for the student to walk home unsupervised.
m. In the event of a mechanical failure, the bus company will provide a replacement bus. Please ring the school office if you are concerned about the bus arriving late. It is the bus company's responsibility to provide alternative transport in the event of a mechanical problem.
n. At no time should parents/carers get on the bus.
o. The school has the right to suspend students from the privilege of travelling on the bus if it is deemed that their safety or the safety of the other occupants are put at risk.
p. Parents/carers must assist their child to be aware of and to adhere to the four school wide rules.

**Bus Protocol for Bus Staff**

q. The bus company is responsible for notifying the school as early as possible if bus issues cause delays in the morning pick up or afternoon drop off. The school will contact families if deemed appropriate.
r. The bus is not expected to wait beyond the scheduled pick up time.
s. The supervisor must hand the child over to a parent or carer unless arrangements have been made with the school.
t. In the event of mechanical failure en-route to scheduled stops, the bus company will provide a replacement bus. Parents will be notified via the manifest. It is the bus company's responsibility to provide alternative transport in the event of a mechanical problem.
u. All Bus staff are aware and implement the 4 School rules.
v. All issues are to be reported to the Bus Co-ordinator and student issues are to be put in writing. It is important that Bus staff do not discuss student issues or changes directly with parents/carers. Parents must always be directed to the Bus Co-ordinator and any changes of arrangements will be noted on the screen in the staffroom – Bus staff to check every day.
w. When arriving at a bus stop, if a student is dysregulated or unsafe for travel, the chaperone will communicate with the parent/carer. They will then notify the school and the bus company. It is the responsibility of the parent/carer to then transport the student to school.
x. When arriving at a bus stop, if a student is dysregulated or unsafe to travel and not under the supervision of a carer/parent, bus staff will notify the parent and school. The bus staff will follow recommendations from the parent and school.

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## 5. EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in bus operations occurs.

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| Policy last reviewed | 04/12/2023 |
| Approved by | Principal / School Council |
| Next scheduled review date | December 2026 |

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*****After reading the Nelson Park School Bus Policy, please fill in the slip below and return it to school. Thank you for your cooperation.**

**NPS Bus Policy Return Slip**

**I_____ Parent/Carer of _____**

**have fully read & understand the Nelson Park School Bus Policy.**

**Signed by_____ (Parent/Carer Signature) _____/_____/_____**