



BUS TRAVEL POLICY

Rationale:

- 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.

Aims:

- To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with DET policies and regulations.
- To ensure bussing issues are dealt with effectively and efficiently.

Implementation:

- Students attending government schools are eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometers 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 from the school, or they live more than 4.8 kilometers 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 travelers have been catered for. Approval is on a term-by-term basis.
- Our school has the responsibility for the coordination of school buses, including coordination of student travelers, 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 at the commencement of terms 1 and 3 each year.

Bus Rules

Remain well clear when bus is parking or leaving.

Do not attempt to enter a moving bus.

Keep all parts of body and other objects inside bus at all times.

Remain seated until bus is parked.

Students crossing the road after leaving a bus, do so at the rear of the bus.

Follow all directions given by bus driver.

- Consequences for misbehaviour will be consistent with the Student Code of Conduct, and may lead to suspension from using the bus service.
- The bus coordinator will supervise the departure of buses from the school at the conclusion of each school day, including marking each child against an attendance roll.

- Buses will not depart until given permission to do so by the bus coordinator.
 - Close liaison between all school coordinators and the bus companies must be maintained.
 - The school will have a bus captain/s to monitor bus travelers.

Conveyance Allowance Policy Link:

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/conveyance.aspx>

Communication

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

- Included in our staff handbook
- Included on the school website
- Included as a reference in our school newsletter
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

Policy Review and Approval

Policy last reviewed	2022
Approved by	Principal
Next scheduled review date	2025

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