

BUS

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 bus 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 kilometres from that school. Students residing less than 4.8km may also access the school bus for free providing there are sufficient available seats.
- 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. All travel requests must be through the Public Transport Victoria system and follow their rulings.
- Our school has the responsibility for the co-ordination of school buses, including co-ordination of student travellers and co-ordination of Displan procedures.
- Our school will designate a staff member as the bus co-ordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the bus co-ordinator.
- Our school bus co-ordinator 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.
- The school bus will not run on Code Red fire days in accordance with the school being on the Bushfire At-Risk register.

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.

Wear provided seatbelt at all times whilst bus is moving.

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 co-ordinator, or delegated teacher, 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.
- The loading of students on buses will be done so in accordance with DET requirements, which vary according to a variety of circumstances – see Reference below.
- Close liaison between all school coordinators and the bus companies must be maintained.



Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.

- Each bus will have a bus captain and each bus stop will have a recognised monitor.
- Any additional adult passengers on a school bus will require their WWCC details lodged with the school prior to travel.

Reference guide:

<http://www.education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx#link61>

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, or after every significant bus related incident.

This policy was last ratified by School Council in...

September 2020



Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.