

BUS CODE OF CONDUCT POLICY

Purpose

Kananook Primary School owns their own bus and uses commercial (hired) buses on a regular basis to transport students to and from school related activities. This policy sets out the behaviours and expectations of staff and students travelling on the school bus as well as commercial buses, including the public buses, which transport students to and from school.

The behaviour expectations of students travelling on buses also apply to train and tram travel.

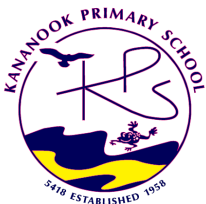
Aims

- 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 Training (DET) policies and regulations.
- To ensure bussing issues are dealt with effectively and efficiently.
- To ensure that staff driving and/or supervising students on the school bus or commercial buses are aware of their obligations and expectations.

Implementation

Staff

- Staff are expected to monitor student behaviour and safety whilst undertaking school related activities either using the school bus, public buses or commercial buses.
- Staff should ensure that students travelling on the school bus or commercial buses adhere to the Kananook Primary School *Bus Code of Conduct*.
- Staff who drive the school bus must ensure that:
 1. They adhere to the zero level alcohol and drug regulations at all times.
 2. They have signed and submitted the *Bus Driver Drug and Alcohol Requirement* document to the school's Business Manager. See *Appendix B*.
 3. They conduct the required safety check on the school bus prior to using the bus.
 4. Any safety or operational fault in relation to the bus be reported immediately and that the bus not be driven if it does not meet the safe operating requirements.
 5. The fuel tank is checked to see that it is at least half full, after each excursion. If it is below half full, arrange for fuel to be topped up.
 6. The bus is left in a clean and tidy state after each excursion.
- Only staff members with the required Heavy Vehicle Licence and a current Working With Children Check (or VIT) are permitted to drive the school bus. All accredited staff members must provide the Kananook Primary School Business Manager with a copy of their licence. Licences must be checked annually.



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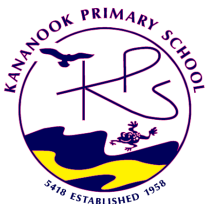
- Bearing in mind DET teacher/student ratio requirements, whenever possible, a second staff member or adult should accompany the driver and the group of students travelling on the school bus to supervise student behaviour and ensure that the students follow the *Bus Code of Conduct*.

Students

- Students travelling on public buses, the school bus or commercial buses are expected to follow the Kananook Primary School *Bus Code of Conduct*. See *Appendix A*.

Kananook Primary School Bus Guidelines for Parents

- The following guidelines are provided for the information of parents regarding the daily bus service between the Kananook Primary School and the corner of Fairway and Orwil Streets.
- The Kananook Primary School Council provides funds to enable the safe transport of students living in the area previously served by Fairway Primary School, to Kananook Primary School each day.
- Due to the limited number of seats available on the bus, the priority of this service will be to those parents who live on the east side of the railway line.
- Their main pick up point for children and parents wishing to use the Kananook Primary School bus is outside the milk bar on the corner of Fairway and Orwil Streets.
- Teachers will be officially on duty at Kananook Primary School between the hours of 8.45am and 3.45pm. They will not be available to supervise children at the Fairway pick up point or drop off points. **To ensure the safety of the children, parents must make arrangements to either accompany and meet their children themselves or delegate this role to another family member, relative or friend.** Children who experience any concerns should report to the school office for advice.
- The children using the bus must adhere to the school's *Bus Code of Conduct*. See *Appendix C*. They are expected to behave properly at all times and must use the seatbelts provided. They must not consume food or drink whilst on the bus. The school reserves the right to remove the privilege of bus travel from any student who does not comply with the Transport (Passenger Vehicles) Regulations 1994.
- It is the responsibility of parents to ensure that their children are at the designated pick up point on time to catch the bus. The bus will not be able to wait for stragglers. Parents will be responsible to ensure their children arrive at Kananook Primary School each morning. The bus service is provided for the convenience of parents.
- If for any reason your child misses the afternoon bus, he or she must come inside to the school office at which time you will be contacted by phone for alternative arrangements to be made.



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The above guidelines have been devised to ensure children are safely transported to and from Kananook Primary School. These guidelines will be revised as necessary to ensure the bus service is satisfactory.

Administration

Kananook Primary School Administration will ensure that:

- the school bus is maintained in safe operational condition at all times, including regular maintenance, inspections and documentation.
- staff are aware of their obligations when driving the school bus or supervising students on a bus on a school related activity.
- students are aware of the behaviours expected on them whilst travelling on a bus going to or from school or whilst on a school related activity.

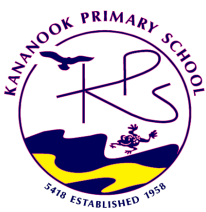
Evaluation

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.

References

<http://www.education.vic.gov.au/management/governance/spag/safety/transporting/uralregionalbus.htm>

<http://www.education.vic.gov.au/management/governance/spag/safety/transporting/vehicles.htm>



Appendix A

Kananook Primary School Bus Code of Conduct for Students

The Bus Code of Conduct focuses on the need to maintain and enhance the safety of bus travel and the responsibility of staff, parents and student travellers to contribute to hazard-free bus travel through the establishment and reinforcement of safe behaviour patterns whilst in transit or stationary.

Students will:

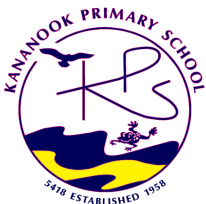
- Behave in an orderly fashion while waiting for a bus.
- Follow the driver's instructions at all times.
- Remain seated for the whole journey and use seat belts, where provided.
- Talk quietly, and refrain from calling out to passing traffic.

Students will not:

- Distract the attention of the driver by engaging in 'horseplay' such as yelling out or making loud noises.
- Harass the driver or any other passenger on the bus.
- Misbehave on a bus or at any bus stop.
- Use foul, abusive or intimidating language.
- Vandalise the bus.
- Throw litter, or any other object, in or from the bus.
- Allow any part of his or her body to protrude from the bus.

Consequences:

Misbehaviour whilst travelling on a bus either during school times or before or after school will result in consequences in line with the Kananook Primary School *Student Engagement and Wellbeing Policy*. Consequences for misbehaviour whilst travelling to or from school on a bus or whilst on a school activity, will be consistent with consequences for misbehaviour at school.



Appendix B

Bus Driver Drug and Alcohol Requirements

Kananook Primary School is committed to a Zero tolerance alcohol and illicit drugs in relation to bus operations, and will take all practicable steps to endeavour that all persons performing bus operations have a zero level for alcohol and illicit drugs and are not impaired by other drugs or medications, including 'over the counter' medications.

Kananook Primary School has adopted this policy because of its general duty:

- To provide a safe and healthy work environment.
- To ensure that all persons are fit to carry out their duties.

Kananook Primary School recognises the detrimental effects that drugs and alcohol may have on the safety of bus operations and the general health and wellbeing of individuals.

This policy applies to all persons driving the school bus or carrying out bus safety work (as defined in section 3 of the bus safety act 2009 Vic) for or on behalf of Kananook Primary School. If you are unclear about what constitutes bus safety work, see Kananook Primary School's: Business Manager, Principal or Assistant Principal, for any concerns.

It is the responsibility of every person when reporting for duty or while at work to ensure they:

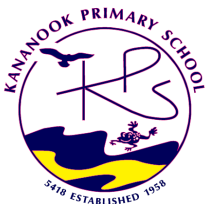
- Have **NO** illicit drugs or alcohol present in their blood or breathe immediately before, or while operating the school bus.
- Are not impaired by drugs or medication/s, including over the counter medications, immediately before, or while operating the school bus.
- Inform their treating health practitioner or pharmacist of the Kananook Primary School, Bus Policy relating to Drug and Alcohol Management when being prescribed medication.

Signed: _____

Date: _____

Witnessed By: _____

Date: _____



Appendix C

Kananook Primary School Bus Travel Contract

Kananook Primary School School Bus Permission Form 2015

Date

Dear Parents

Below is our School Bus Code of Conduct Contract for *both* parent and student to sign. Please read and discuss it with your children. We expect that the student will be well behaved, cooperative and demonstrate excellent citizenship.

Poor behavior will lead to removal from the bus.

Principal Name
Principal

✍

School Bus Code of Conduct Contract

I give permission for my child/children to travel on the Kananook school bus and that my child/children _____ will adhere to the following rules:

1. Behave sensibly on the bus – no yelling or fighting.
2. Follow the bus driver's instructions.
3. No calling out of the bus through the windows.
4. No food or drink on the bus.

We will be monitoring the students' behavior.

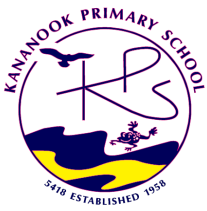
If there name is recorded 3 times for any misbehavior in one week (5 days travel) the child will *not* be permitted on the bus for *one week*.

I agree to ensure my child/children are well-behaved and accept the consequences of a ban from travelling on the bus if their behaviour is *not* acceptable.

Signature of Parent/Guardian:

Date:

Signature of student/s:



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This policy was ratified by School Council on:

Date Implemented	June 2015
Author	Martene Matthews
Approved By	Kananook Primary School Council
Date Reviewed	June 2015
Responsible for Review	Education Sub-committee
Review Date	June 2018