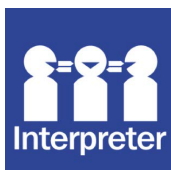




“Working Together for a Better Future”

BUS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Wallan Primary School.

PURPOSE

To ensure students are safe on and around buses by maintaining an efficient bus service. The efficiency of bus services and procedures are of vital importance to student safety.

SCOPE

To ensure that students travelling to and from Wallan Primary School by bus do so safely and in a manner consistent with Department of Education and Training (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, providing they reside more than 4.8 kilometres from the school.
- Students are eligible for Conveyance Allowance so long as they attend their nearest school, no bus service is available and they live more than 4.8 kilometres from the school or 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.
- Parents who require their child to use the bus service must contact Seymour Coaches.
- Casual bus travellers must have a signed note from their parent giving them permission to travel on the bus.
- Wallan Secondary College (WSC) co-ordinates the buses, including approval of student travellers, payment of fares and co-ordination of DET Emergency Management procedures.
- Students are required to have a valid Conveyance Pass or Myki card.
- Students may be required to change buses at WSC in order to travel to their destination.
- WPS and WSC Bus Co-ordinators will liaise with each other and with the bus service provider.
- WPS Bus Co-ordinator will ensure all students are informed of bus safety rules and procedures and will revise these regularly.
- Students are expected to follow the WPS values, whole school rules and bus procedures, in order to ensure the health and safety of others.
- The WPS bus coordinator may give formal warnings which may result in suspension from the bus.
- Consequences for inappropriate behaviour will be consistent with DET Guidelines and the WPS Student Wellbeing and Engagement Policy and may be given by the Bus Co-ordinator in consultation with the Principal. Parents will be informed. Repeated behaviours may result in suspension from bus travel.
- The WPS bus coordinator supervises the departure of the bus, marking a roll as students board.
- Buses will not depart until given permission to do so by the WPS bus coordinator.

- Parents must inform the school of any changes to travel arrangements.
- Bus routes cannot change. Under no circumstances can parents negotiate changes in pick up or drop off stops with bus companies, drivers or supervisors.
- The Bus Coordinator will notify parents and bus companies of pupil free days and early dismissal days such as end of term.
- By placing children on the bus, parents are acknowledging that their child is capable of travelling independently and safely.
- If a bus is involved in an accident or breakdown, the co-ordinating school (WSC) is to be contacted immediately. The WSC Bus Co-Ordinator will contact the WPS Bus Co-Ordinator, and WPS will inform families.
- If a bus is involved in an accident or incident, it must be reported to DET ISOC on 1800 126 126.

BUS RULES

- *Students may get on the bus and sit down ready to be marked off the bus roll.*
- *Keep our bus clean by leaving food and drinks in our bags.*
- *Seat belts keep us safe, we must buckle up.*
- *Sit on the seats provided, standing or hanging on to the bars while the bus is moving is unsafe.*
- *Choose a seat when you get on the bus, stay there until you get to your bus stop.*
- *Use respectful language at all times.*
- *Use only appropriate sites when on devices.*
- *Grade 6 students only will sit in the back seat until the high school students get on the bus.*
- *Report any issues immediately to the bus driver, the bus coordinator or your classroom teacher.*

FURTHER INFORMATION AND RESOURCES

- Student Wellbeing & Engagement Policy

COMMUNICATION

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

- Available publicly on our school's website and via the Compass parent portal
- Provided to the WPS bus coordinator
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2022
Approved by	Principal and School Council
Next scheduled review date	April 2026