

Keith Area School Bus Policy

This policy should be read in conjunction with the Section 124 of the Administrative Instructions and Guidelines. Copies of this are available on request from the School. This policy may be administered by the bus committee on behalf of the Keith Area Governing Council Inc.

The bus committee is a sub-committee of Governing Council.

Membership

Principal, or Delegate
School Bus Coordinator
Bus Contactor Rep,
Gov Council Rep
Kindy Rep,
Student Rep (optional)

Terms of Reference

- Implement and review bus policies
- Link between Parents, Gov. Council and Bus Reps
- Have input into the changing of bus routes
- Liaising with rep from Transport Section of DECS (currently - Ashley Smith)

Decision Making

- Responsible for making recommendations to Governing Council and Finance Committee

Procedures:

1. Arrival/departure time

Buses normally arrive at school at approximately 8.40 am and leave at 3.05 pm on Mondays and 3.35 pm Tuesday to Friday. Buses will be lined up in the bus lane area prior to 3.20 pm.

2. Employment Policy

The appointment of all drivers will be managed by the bus contractor. Before any new appointments are ratified however, their appointment needs to be approved by the Governing Council. The process for this to occur will include a brief meeting with the bus contractor, the prospective driver, the Principal and a representative of the Governing Council.

3. Responsibilities of Drivers

- The first of these is “Ensure the safety and behaviour of students while they are entering, travelling in and alighting from the bus, and report continued misbehaviour to the bus coordinator or principal. Drivers must not, in any circumstances, put students off the bus as a disciplinary measure or use any form of corporal punishment.”
- Drivers are to use their discretion when travelling on roads that could be unsuitable due to wet weather or road works. The safety of the students is considered above all other factors.
- Contact the school/principal/parents, as appropriate, if a bus is delayed.
- Follow instructions from the police or emergency services in an emergency. Contact the school and parents as soon as possible through radio or phone.
- Display a timetable in the bus.
- Ensure that students’ bags and school equipment is safely stowed. In general terms this means no hard large objects/bags in overhead racks. Larger items must be placed on the floor, keeping the aisle as clear as practicable. Bikes are not permissible.
- Ensure that students are seated, and instruct them to put their seat belts on.
- Allow children to take water on board for consumption, as per letter from the Minister, dated 6th May 1996.
- Clean the bus as required in the AIGs.
- Notify the bus coordinator/principal of on going inappropriate behaviour by students.
- In the case where parents aren’t at the stop to meet the students (10 years or younger): The driver is to adopt the ‘management’ plan that is in place for this student. This will generally involve dropping them off at an agreed stop. If this isn’t possible, the driver is to ring the school, and return the student to the school.

4. Bus Bush Fire Action Plan

Fire drills will be coordinated by the bus coordinator early in term 1 and term 4, to ensure students are aware of the process. In the case of early notification of danger and a request by authorities for the bus to remain at school, students will be supervised at school by staff until the parent is able to travel to school to pick up their children.

The bus action plan, in the case when a fire front hits the bus, is as follows:

- * stop the bus on bare ground or the roadway in an area as clear as possible of vegetation/undergrowth
- * ignition off, handbrake on, engine in gear, headlights and hazard warning lights on
- * close windows and vents and block draughts
- * children to lie on the floor
- * cover with protective materials as available
- * assess exits, ordinary and emergency, when the front has passed
- * evacuate bus and locate children in a previously burnt area
- * check bus before allowing children to re-enter
- * notify Keith Police and Emergency services, and the school (if possible) of the incident and await further instructions.

5. Responsibilities of Parents

- Ensure, as far as possible, that students are dropped off and collected from bus stops at the appropriate time.
- Ensure that students carry only school materials. Other materials, such as swags/sleeping bags needs to be pre-arranged with the Bus Co-ordinator.
- If possible, contact bus driver (via the Bus Co-ordinator) if there is any change to normal routine, eg student or parent late, sports practice, request for visitors to travel on bus, unusual equipment carried by students
- If students need to attend family business down the street, parents are to write a note which students need to show the yard duty teacher in area 2 (Front of school).
- Ensure that you have a 'management' in place, so that drivers know where to drop your children off on those one off occasions when you are not there to meet the bus. Generally this is only necessary for children under 10, or if requested by a parent for children over 10.

6. Responsibilities of Students

- Follow instructions given by drivers.
- Behave in a way that does not distract the driver's attention, either directly or indirectly.
- Sit in allocated seats where the driver or the bus coordinator/principal has done this.
- Use seat belts where fitted.
- To keep their area of the bus clean.
- To not throw any material or rubbish from bus windows.
- To inform the driver of any change in normal routines, eg not going home on bus, having a friend for the weekend.

7. Grievance Procedure

Where any party covered by the Policy is unable to resolve concerns about the application of this policy, or any other matters, they may approach the principal directly, or through any member of the bus committee.

If a satisfactory resolution is still not achieved, the matter should be relayed to the Educational Director at the Murray Bridge DfE office Phone: _____.

Dated 23rd September 2013
Review Date July 2015