



School Bus Travel Policy

THE KOORALBYN INTERNATIONAL SCHOOL

School Bus Travel Policy

Purpose of the Policy

The purpose of this policy is to ensure that students travelling to and from school on buses do so safely and to ensure that bus transport issues are dealt with effectively and efficiently.

Scope

This policy applies to all Kooralbyn International Students who travel on either TKIS bus services or outside bus services.

Responsibility

Principal

Point of Contact

Human Resource Officer

Policy

Rationale

Student behaviour on and around school buses and the efficiency of the bus service are of vital importance to student safety. An effective bus service is also an asset to the school and the families who use it.

Procedure

Code of Conduct for Students

- Students are expected to be at their bus stop and waiting for the bus 5 minutes prior to their scheduled pick up time

- Students must stay in their allocated seat and not move around the bus, if seat belts are provided students must wear them at all time.
- Keep arms, legs and other parts of the body inside the bus.
- Pass objects sensibly around the bus, never throw objects.
- Listen to the driver and follow his/her instructions.
- Only attract the driver's attention if there is an emergency.
- Talk quietly to the people around you. Shouting and yelling is not appropriate or acceptable.
- The consumption of food or drinks while on the bus is against school rules (water is acceptable)
- Treat the driver and other passengers with care, consideration and respect.
- Use appropriate language at all time. No offensive language will be tolerated by any TKIS student.
- Keep the bus clean.
- Protect bus property and report any vandalism.

Code of Conduct for Drivers

- Drivers will always attempt to be at bus stops by the scheduled pick up and drop off times.
- Drivers will wait until the scheduled pick up time before leaving each stop
- Drivers will be aware of the students on your bus and their needs
- Take notes of any student concerns and inform the school.
- Promptly notify the school of any negative behaviour of incidences that occur on the bus.
- Promptly notify the school if a student does not follow the Code of Conduct.
- As the bus driver's primary role is the safe transportation of students, drivers must not stop to offer assistance to any other person.
- In the event of an accident or witnessing an accident the driver must ensure that students' safety is their first priority.

Consequences for Students

If a student fails to follow the **Code of Conduct**, the following consequences will apply, depending on the circumstances. In more serious breaches of the code, some steps in this process may be omitted.

- Warning issued by the driver
- School demerit issued
- Bus driver will fill out a bus incident report and will inform the school.
- Warning issued by the school and a review of the Code of Conduct with the student and an outline of the consequences of continued misconduct.
- Parents / Guardians informed

- Exclusion from selected bus services
- Temporary exclusion from school bus travel for a short period of time
- Exclusion from school bus travel for an extended period of time
- Exclusion from all school bus travel

Policy Release Details

Date of Policy

Reviewed- July 2014

Approved by

Principal

Signature:

Date: July 2014

Review Date

Annually