

Version	Approval Date	Details	Approved By	New Review
1	04/10/2022	New	School Board	2023

## School Bus Policy

### Important Note

- Develop a positive parent-driver-child relationship at all time.
- Understand that a bus run can take between 50 to 70 minutes (depending on number of students, routes, traffic)

### Section 1: Responsibilities

#### Responsibility of Parent(s) or Guardians

- Responsible for students' safety at assigned pick-up and drop-off point.
- Ensure child/ren are ready **before** and **when** the bus arrives.
- Inform school at least **30 minutes before the end of school** if you are picking up your child from school. Notification from student will not be taken.
- Any change of address must be notified using Bus Request Form available on the school's website and the Front Office. It may take **up to 2 weeks** after the notice before we can guarantee service to the new address.
- All bus fees must be paid in advance at the beginning of each term. Payment plan can be arranged.
- Drivers should not be contacted while they are doing their bus runs. Parents will be called if there are any arising issues.
- When a students' bus service is suspended due to violation of Bus Policy, school attendance is still mandatory, and parents must make their own alternative arrangements.

#### Responsibility of the Student

- Sit in assigned seat.
- Buckle up (when seatbelts are available).
- Use inside voice.
- Hands and feet to self.
- Keep bags under the seat.
- No food and drink in the bus. Water is allowed.
- No technology device in the bus (mobile, iPad, laptops, etc).
- Keep the bus clean.
- Use respectful language.

#### Responsibility of the Bus Driver

- Accredited and cleared of all police checks and requirements to work with school children.
- Familiar and adhere to SA Traffic Laws.
- Familiar and aware of the school bus policies.
- Aware of emergency procedures.
- Arrange and keep to their allocated schedules.
- Take a roll call to ensure the load is complete.
- Drive after all students are securely seated.
- Drop students off at assigned locations only.

- Pick up/drop off at the correct side of the road. No student younger than 10 years of age can cross the road to get to the bus.
- Hazard lights are turned on during pick-up/drop off.
- Ensure all students reach school and their homes safely.
- Inform school administration and/or Bus Coordinator for student behaviour issue/s.
- Bus interior is clean and exterior lights are free of any obstacles.

### **Responsibility of the School**

- Provide pick-up and drop-off bus service from the agreed date of commencement.
- Buses that are on the road are road-worthy and well-maintained.
- Buses are equipped with spare tyres, first-aid kit, hazard/safety triangle, fire extinguishers, and other emergency items deemed necessary.
- Bus drivers complete the required police clearances and driver accreditation.
- Support required assistance to the bus drivers and families during the duration of the bus pick-up and drop-off.
- Arrange appropriate supervision for students during loading and unloading.

### Section 2: Bus Policy on the use of Life360 App

#### **Life360 App**

- The app is highly recommended but not compulsory.
- Read the app's own terms and condition.
- The driver will only sign in 15 minutes before the first pick up & immediately log off after the last drop off.
- The app is strictly used during pick-up and drop-off times only. Messaging via this app is not allowed.
- The school will not be responsible for any use or misuse of this app.

### Section 3: Procedures

#### **Bus Request, Changes and Termination of Bus Service**

- Use the Bus Request/Termination form available from the Front Office.
- **It will require up to two-weeks before any new request or changes to take into effect.**

#### **Bus Route**

- Students will be assigned bus routes by the school. From time to time, students may be moved to another bus temporarily or permanently for various reasons at the discretion of the College.
- The school will not fulfil requests from any parties to change routes or pick up times. The school will decide on the routes and times as required.

#### **Pick-up Procedure**

- Students are to be ready by 7.30AM or by 7.00AM for those living over 20KM from the school (or at a time deem suitable by the bus driver/s depending on the distance).

- It is the obligation of the students or their household member to monitor the bus by checking and listening for the bus during the pick-up times or by via the Life360 App.
- The bus driver will honk twice and wait only up to two minutes before leaving the address.
- The student must not approach their bus until it has fully stopped.
- The student must board the bus promptly and not waste time while walking to and from the bus.
- The bus driver will wait only for up to **two minutes** at each pick up point.
- The Bus Driver **has no obligation to call the parents** after waiting for two minutes before leaving but may do so at their own discretion.
- Students must not approach, run alongside, or attempt to touch the bus as it moves away.

### Drop-off Procedure

- Students will only board the bus at the bus zone. During extreme/wet weather, Wet Weather Bus loading/un-loading will apply, and the school's main driveway will be used exclusively for the school bus.
- No students are allowed in the bus zone until all the buses are safely parked
- Students will line up in orderly manner at the bus-zone and wait until Teacher on Duty release them to go to their buses.
- Students are to leave the school no later than 10 minutes from the end of school bell.
- Students must not approach, run alongside, or attempt to touch the bus as it moves away.

### Emergency Procedures

- In the event of breaking down, the following steps must be taken:
  - Bus Coordinator is to be contacted immediately
  - Bus Driver will ensure the bus is moved/parked in safe place (if possible) ensure that a hazard triangle sign is placed at least 45 meters away from the bus.
  - Bus driver/school will notify parents of the delay.
  - Students must stay on the bus until collected by another bus or their parents.
- In the case of illness, injuries, or as a result of accident the following steps must be taken:
  - Bus Coordinator is to be notified immediately.
  - Bus Driver will ensure the bus moved/parked in a safe place.
  - Ambulance will be contacted.
  - Parents to be notified.

## Guidelines & Procedures for Student Conduct on Buses

If a student chooses to break the rule, the following processes may be applied:

<b>1st offence</b>	<ul style="list-style-type: none"> <li>• First reminder will be given by the driver.</li> <li>• School will be informed.</li> <li>• If required, student may be assigned designated seat</li> </ul>
<b>2nd offence</b>	<ul style="list-style-type: none"> <li>• Parents will be notified</li> <li>• Student reflection</li> <li>• If required, student may be assigned designated seat</li> </ul>
<b>3rd offence</b>	<ul style="list-style-type: none"> <li>• Parent will be notified and/or meeting is scheduled.</li> <li>• Suspension of bus service up to 3 schooling days</li> <li>• Behaviour plan will be in place.</li> </ul>
<b>Additional offences</b>	<ul style="list-style-type: none"> <li>• Parent will be notified and/or meeting is scheduled.</li> <li>• Suspension of bus service up to 7 schooling days</li> <li>• Re-entry meeting (Parents and Principal)</li> <li>• Review of behaviour plan.</li> </ul>
<b>Immediate Suspension</b>	<ul style="list-style-type: none"> <li>• When student poses a risk to himself/herself and/or other students in the bus.</li> <li>• Parent will be notified and/or meeting is scheduled.</li> <li>• At the Principal's discretion.</li> </ul>

# BUS RULES



- Sit in assigned seat
- Buckle up
- Use inside voice
- Hands and feet to self
- Keep bags under the seat
- Save snacks for later
- No technology device (mobile, iPad, Laptop, etc)
- Keep the bus clean
- Use respectful language

