



BUS TRAVELLER'S CODE OF CONDUCT

Approved: 2012

Review: 2014

Our over-riding aim is to ensure a safe and happy bus trip to and from school. Bus travel is a privilege that incurs responsibilities. All members of the school community need to be aware of these responsibilities.

All parents/bus travellers (regular and occasional) must sign and abide by the bus travellers' agreement located at the end of this document. (This Agreement will be re-visited and signed annually).

Responsibilities

Children:

- Travel safely at all times by remaining seated during the trip and not causing distraction to the bus driver.
- Keep noise to a minimum.
- Not have any part of their body outside the bus.
- Follow instructions of the bus driver or co-ordinator.
- Treat the bus with care.
- Let the bus driver know if they are not travelling home on the bus.
- After alighting from the bus wait on the side of the road until the bus has moved away. Only cross the road when it is safe to do so.
- All children must line up and wait to be told to board the bus by driver and/or teacher on duty.

The Principal or the designated bus co-ordinator:

- Represent DE&T at the local level.
- Liaise with students, parents and the bus driver.
- Ensure bus routes, timetables and Displan requirements are met.
- Ensure students understand all aspects of bus safety.
- Negotiate appropriate arrival and departure times.

Parents:

- Ensure students understand aspects of safe bus travel.
- Advise the principal or bus co-ordinator of any concerns.
- Assume responsibility for students at bus stops.
- Advise the bus driver if students are not travelling home on the bus.
- Obtain permission from the co-ordinator for unauthorised students to travel on the bus eg a child visiting a friend overnight.



- Wait on the same side of the road as the bus stop to avoid children having to cross the road.

Drivers:

- Drive safely at all times.
- Comply with all safety regulations, VICROADS requirements and DE&T policies and directives.
- Operate the bus according to prevailing road conditions.
- Assume a duty of care for the children on the bus.
- Pull over to a safe spot on the road to speak to any children misbehaving on the bus.
- Take whatever action is necessary to ensure the safety of the children.
- Report to the school any children who continually or seriously misbehave.
- Not leave the school in the afternoon until the teacher on duty has indicated it is appropriate to do so.
- Comply with the approved route.
- Comply with approved list of travellers.
- Comply with, as near as practicable, the timetable. The bus must not leave a stop before the timetabled time and children must not be dropped off at a stop before the timetabled time.

There is an expectation that students will not eat on the bus. At the discretion of the teacher on duty, in consultation with the bus driver, the students may drink on the bus in hot weather.

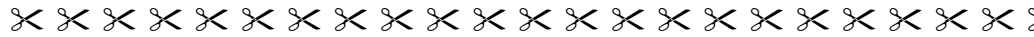
It is critical that there be frequent and honest communication between the school, parents and the bus drivers. Concerns and issues need to be raised & addressed via the principal/bus co-ordinator before they escalate.

Consequences:

The principal or co-ordinator will

- Discuss concerns and problems with students.
- Give a warning (if appropriate).
- Report incidents to parents.
- Ask for verbal or written apologies.
- Recommend suspending students from bus travel. The length of the suspension will be at the discretion of the principal.

Parents of students may be asked to pay for damage caused by their children to the bus or other property and will be expected to pay any fines incurred for littering or having parts of their bodies outside the bus.



**Milawa PRIMARY SCHOOL
BUS TRAVELLERS' AGREEMENT**

(To be returned to school)

We have read, and understand, the Bus Travellers' Code of Conduct for the school. We agree to the conditions set out in the Code of Conduct and will endeavour to see that these conditions are met at all times.

Signed(Parent) Date

Signed (Child/ren) Date