

Department for Education School Bus Approval and Information

Dear Parents/Caregivers

Please find attached the necessary paperwork to be completed for students who are eligible and wish to travel to and from school on the contracted bus services.

Criteria to be eligible to travel on a school bus: (Eligible Traveller)

- You must reside more than 5 km from the *nearest government school* otherwise known as your *school of right*, and transport is provided to and from that school only.
- *Travel will only be available to the school of right*, and any further travel and expense, to their chosen school will have to be arranged by you.
- For students who attend a government school, *other than their school of right*, parents will need to complete the By-pass application form and have it signed by the principal of their enrolled school, and by the principal of the school they are bypassing.
- Students who attend Unity *Secondary* College, and are eligible to travel, are automatically approved.

The enclosed Murray Bridge Bus Behaviour Code, set and approved by all Murray Bridge school Principals and the owners of the bus services, clearly defines access to the bus. The buses are provided for students to get to and from school for educational purposes, they are not provided for transport to social activities out of school.

Students applying for travel, who fit the criteria above, of eligible traveller, will automatically be approved for travel. Other students will be advised by mail as soon as we get a clear indication of availability of seats.

PLEASE NOTE: Failure to complete the required paperwork may result in refusal for your child to travel until the paperwork has been received by the school.

If you have any queries or require further information, please do not hesitate to contact Bryce Gillett at the school.

Department for Education is responsible for the provision and management of a safe school bus system for Department buses, and in conjunction with private companies for tendered buses.

Parents/Caregivers and students are responsible for ensuring that students travel on school buses in accordance with the following conditions.

PLEASE NOTE:

- Department for Education is responsible for the safety of students while boarding, travelling in and alighting from Department school buses.
- Parents/Caregivers are responsible for their children's safety on the way to the bus stop, at the bus stop and on the way home.

EXPECTATIONS OF STUDENTS

Wait safely for the bus.

- Follow the instructions of the teachers at the school bus stops.
- Keep back behind the school fence, or away from school, well back from the road.
- Do not play ball games or run around at the bus stop.
- Do not wander away from the bus stop.
- Line up in a single line before boarding the bus. The front person should be 1 metre from the kerb. Do not come to the kerb while the bus is still moving.

Travel safely on the bus

- Students to always remain seated using seat belts provided, keep bags under the seat, not in the aisle.
- Respect the needs, comfort and property of other passengers.
- Do not throw any articles inside or out of the bus.
- Keep your whole body in the bus.
- Speak quietly and politely to each other.
- Respect bus property, by not tampering with, marking or damaging it in any way.
- Do not distract the driver. The bus driver has to drive in safety.
- Listen to, and follow the driver's instructions.
- Remain in your seat until the bus reaches your set down point.
- When the bus has completely stopped, alight in a safe, orderly manner. Students must get on and off the bus at their designated stop.
- Do not tamper with fire extinguishers. Parents will be charged for refill or damage to fire extinguishers. Parents will be also charged for damage to bus seats, windows etc.

Access to the bus

- Only students allocated to a particular bus run are permitted to travel on the bus. Students are unable to take friends home on the bus.
- Students will only be permitted to be collected or get off the bus at their designated bus stop or school.

Deal with issues appropriately

- Speak to the driver, a teacher or your parent/caregiver about any concerns.
- Solve problems by talking them through calmly and quietly.
- Inappropriate behaviour on the buses will in the first instance result in consequences of having a written warning, further infringement will lead to suspension from the bus for 2-5 days. This will occur with prior notification to parents.
- If behaviour is severe and endangering other passengers, bus drivers and other road users, student will be removed immediately after contacting parents, and period of suspension from bus to be determined by the bus company in conjunction with the school, or telephone conversation with the Principal.

EXPECTATIONS OF PARENTS AND CAREGIVERS.

Always safely leave and meet your students at the bus stop.

- Be at the bus pick-up and drop-off points at least 5 minutes prior to scheduled timetable.
- Remind children of safety rules.
- Regardless of convenience, always park your car on the bus stop side of the road away from bends, crests and corners.
- Where practicable, your children should get out/in the car from the footpath, ie from the side furthest from the road.
- Lock your car and accompany children to/from the bus stop.
- Be aware of the Road Traffic Act which states that a person may not drive at a speed greater than 25 kilometres an hour when passing a bus that has stopped to allow children to board or alight.
- Children should learn to wait until the bus has gone and they have clear vision of the road before crossing.
- Notify the Principal of any unsafe situations or practices.
- Negotiate any changes to bus stops with the Principal and driver.

SCHOOL BUS BUSHFIRE PROCEDURES

- On days of forecast catastrophic fire danger rating: all school buses travelling through the affected Fire Ban districts will be cancelled.
- If the Fire Ban rating changes to Catastrophic during the day school buses will operate as normal unless advised otherwise by authorised Emergency Services Personnel.
- If a bushfire is reported in the area during the day the Site leader will contact the Regional Bushfire Coordinator for advice regarding accessibility of roads travelled by school buses.
- Affected bus runs are not to leave the school until roads are declared safe by emergency services authorities.
- Parents will be notified and students will be supervised at school, until buses can run, or until parents are able to collect their children.