



Lock Early Learning Centre

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BUS PROCEDURE

Preschool children are permitted to travel on departmentally provided school buses subject to the following conditions:

- Bus permission forms are to be signed and sent to Lock Area School
- There is available room on the bus
- The bus is not involved in any additional travel
- The child is considered by the principal to be mature enough to travel safely on the bus and without causing difficulties for the driver
- The child is met at the set-down point/s
- Permission may be withdrawn if the bus becomes overcrowded with primary and secondary school students eligible for bus travel.

(DECD School Transport Policy 2017)

The procedure below will be followed daily for preschool children who have approval to travel by bus.

At the beginning of the year data is collected about which bus each child travels on and children are grouped to make the bus transfers both smooth and safe.

AM

- ECW meet the bus and assist children from the bus as required
- ECW support children to unpack their bags
- ECW sign the child present on the attendance role

PM

- At home time preschool children travelling by bus collect their bags and walk sensibly to the bus area
- ECW ensure all bus children are present and complete the attendance role as leave centre
- Preschool children find their seats and the ECW ensures seat belts are done up appropriately

Parents can support the safe travel of children by ensuring they are on time to meet the bus, morning and night, and by notifying their bus driver of any change in routine.

Policy Created date: August 2018

Governing Council Endorsement date: 7th August 2018

Policy Review date: 2020