



# LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government  
of South Australia  
Department for Education

## Bus Policy

The safety and welfare of the children are the responsibility of the school from the time the children get on to the school bus in the morning until they disembark in the afternoon. **THIS RESPONSIBILITY IS DELEGATED TO THE BUS DRIVERS.**

Bus drivers are an important part of the education service we provide the Lock and District community. Department of Education and Child Development (DECD) employee bus drivers need to be aware of their role and the expectations that we have of their behaviour, knowledge and skills.

### 1. LOCAL ADMINISTRATION

DECD owned and operated buses are allocated to a specific school and the Principal of that school is responsible for their day to day operation.

### 2. BEHAVIOUR ON BUSES

- a) **Students** The Principal is responsible for the setting of standards of behaviour of students on buses and ensuring that drivers control those standards and report breaches accordingly. The Principal must follow up reports of misbehaviour and take whatever action is deemed necessary, including suspension from bus travel but only after prior consultation with parent/caregiver. Students must never be put off a bus while on route as a disciplinary measure. Students will be allocated set seats if the Principal or driver deems it appropriate or necessary.
- b) **Drivers** The Principal is responsible for driver demeanour and must ensure that any report of misconduct or any breach of school, departmental or legislative requirements is acted upon immediately and resolved. Any allegations of misconduct of a personal nature must be reported immediately to appropriate authorities. Appropriate action including legal advice as deemed necessary.

### 3. BUS DRIVERS EXPECTATIONS

- Abide by the rules and regulations as they apply to driving a DECD bus (see DECD Guidelines - copies will be available to drivers.)
- Carry the telephone numbers of the local and permanently staffed police stations, the school, parents and CFS stations.
- Use processes detailed in Bus Behaviour Rules at Lock Area School
- Be guided by Work, Health and Safety issues as they apply to the bus, its equipment and to themselves.
- Know the procedures to be adopted in the case of an emergency, accident, mechanical or operational breakdown or bushfire when you are driving the bus.
- Attend all bus meetings when tabled by the Principal.
- Be responsible for the notification of extra maintenance and general cleanliness of buses.
- Report all damage or accidents for repairs and maintenance to service agents immediately.
- Ensure buses are located in the designated areas for the beginning and the end of each term.
- Have their mobile phones on them for the duration of bus runs.
- Hold current accreditation to drive a DECD bus.
- **Afternoon Drop-off.** Children up to end of primary must be met by a parent/caregiver/delegated older sibling at the designated bus stop. If no message has been received by the driver prior to drop off time to say that parent is on the way etc - the driver will wait for a couple of minutes and then continue on the route, taking the child with him/her. The bus driver needs to return the student to school in the bus not a personal vehicle.

Bus driver must contact school immediately to notify the Principal/delegate who will decide and implement appropriate action.

#### **4. ADMINISTRATION STAFF RESPONSIBILITIES**

##### ***Buses***

- Maintain and regularly update the list of buses, bus numbers, registration numbers, seating capacity, drivers and routes, parking areas and servicing garages. List kept in front office for reference.

##### ***Students***

- Maintain lists of numbers on each bus - updated as required with new students or students leaving.
- List to contain information regarding times of pick up and return, parents names and all phone numbers/contacts if available.

##### ***Drivers***

- List of accredited drivers, home addresses, phone numbers, ID numbers, and accreditation records.
- Fortnightly check and sign log books and forward returns to Adelaide DECD Transport Services Unit.
- Process driver travel allowance (cars) forms and return to DECD.
- Excursion forms when required to be attached to relevant log (blue copy), white copy forwarded to DECD with payment; one copy remains in the book.
- Contact DECD transport with any queries concerning driver pay discrepancies.

##### ***Routes***

- Maintain accurate map of all routes with stops marked. Copy to DECD Transport, Elliston District Council and Cleve District Council.
- Advise DECD and councils if changes are considered or when weather conditions may mean roads are dangerous and an alternate route may need to be taken for a short time.
- Provide accurate lists of bus students to the Manager, Transport Services, at the beginning of each year and ensure that these lists are kept up to date.

##### ***New Enrolments***

- Advise new enrolments which bus is nearest to their residence and their times of pick-up and drop off. Advise the driver also.

##### ***DECD***

- Contact Transport Officer (DECD) to discuss changes or issues which may arise from time to time.

##### ***Travel Allowance (Students)***

- At beginning of the year issue four travel allowance forms (one for each term) to parents eligible for travel allowance and advertise in the newsletter for new applications from eligible families (those who live 5 kilometres or more from nearest bus stop).
- Keep records of students, parents, approval numbers and each end of term enter 'Days attended' (from roll books). Forms to Principal for signatures then sent to DECD for payment.
- Applications must be accompanied by an accurate map showing place of residence and checked for accuracy.
- Travel allowance discontinues if bus route alters and the students travel less than 5 kilometres.

#### **5. PARENTS/CAREGIVERS**

To ensure all children arrive at their correct destinations on time parents:

- Parents need to inform bus drivers of any change to their child's regular routine.
- Parents must leave a message with the front office if they find during the day they are NOT going home on the bus by 2 pm (preferably).

- Parents must contact bus driver or Principal to seek approval to travel on bus other than their regular one at least the day before. At times additional students may be refused permission to travel depending on student numbers.
- A parent/caregiver/delegated sibling must meet any primary aged child for collection at the bus stop at the end of the day.

## 6. STUDENTS

- Students are to ensure that they enter the bus in an orderly manner when directed by the person on duty, are belted in and are facing the front of the bus ready for departure.
- Students must exit the bus in an orderly manner when directed by the driver.
- Students must follow the Bus Rules at all times.
- Devices
  - Appropriate volume from the users and the devices
  - Used at own risk (school is not responsible for any loss or damage)
  - Games and music must be age appropriate

## 7. SCHOOL BUS COMMITTEE

### *Role of Committee*

- Consider requests to modify or change bus routes
- Make recommendations to the Manager, Transport Services (Adelaide) who is authorised to make changes to bus routes.
- Ensure that all families that may be affected by a proposed alteration are given the opportunity to express their views.

### *Membership of Committee*

- The Principal will convene the bus committee
- 4 Parent Reps (1 from each bus route, 1 neutral if possible)

## 8. EMERGENCY PROCEDURES

### a) *Induction*

Bus drivers will need to have explained to them the following:

- use of mobile phone
- use of fire extinguisher
- bushfire procedures
- accident procedure
- break down procedures

### b) *Road Conditions*

Drivers are to use their discretion when travelling on roads that could be unsuitable due to wet weather, road works etc. The safety of the students is considered above all other factors. If any change to the route is required approval needs to be sought from Principal or delegate ASAP. Drivers need to notify the Principal of any concerns of road condition.

### c) *Bus Driver Procedures for Bushfires*

Bus drivers should bear in mind that while information on bushfires given by radio stations is usually accurate, it may not be completely up to date. All decisions should therefore be based on advice obtained directly from the Principal, the Police or responsible officers of the Country Fire Service/State Emergency Services. A change in the direction of the wind can alter a situation drastically. (Please see school Bush Fire Policy).

d) **Procedure when a fire occurs in or threatens an area through which school buses operate**

Bus drivers should:

- Not leave the school without the approval of the Principal acting on the advice of the appropriate authorities. If at all possible, notify the Lock CFS or the nearest CFS to the area and the Principal immediately if a bus is delayed en route. Give names of all children on board.
- Not allow students to alight from buses if fires are burning unless parents are waiting for their children. These students are to remain on the bus - notify Lock CFS station of their names.
- Stop and notify the school/CFS if they suspect that there is a fire in the vicinity.

e) **Procedure when a Fire Front hits the bus**

- stop the bus in an area as clear and as safe as possible
- ignition off, hand brake on, engine in gear, headlights and hazard warning lights on
- close windows and vents and block draughts
- children to lie on the floor
- cover with approved protective materials if carried in the bus
- assess exits (ordinary or emergency) when fire front has passed
- evacuate bus and locate the students in a previously burnt area
- check bus before allowing children to re-enter
- notify CFS, Police and the Principal of the incident and await further instructions

f) **Accident Procedures**

all students remain under the duty of care of bus drivers while on the bus. In the case of accident or illness the driver needs to administer first aid and seek appropriate help if required and a report needs to be made to the Principal.

g) **Vehicle Accidents**

- All need to be reported as soon as possible to the Principal or his delegate and the police.
- If you come across an accident you must offer assistance.
- Park the bus in a manner that will keep students directly away from the scene.
- If you are first on the scene you will need to ring for assistance and then see if you can help in any way at the scene after ensuring the students remain in the bus.
- If there are already people present you should still check as to whether further assistance is required. Check the bus students frequently for any signs of distress then when advised continue on the designated route as soon as possible.
- **Ensure someone at the school notifies the parents as soon as possible of the accident so observation and appropriate ongoing care may be provided.**

## **BUS BEHAVIOUR**

**Travelling on a school bus is a PRIVILEGE not a RIGHT.**

**Students continually disobeying rules may be SUSPENDED from travelling to school by bus.**

To assist all parents, students and drivers to work together for the safety and wellbeing of our children, the following expectations will apply at all times.

1. The students/parents will be informed of the pick-up and return time to and from their stop. It will be their responsibility to be punctual. The bus will not leave a pick-up point or drop off before the scheduled time.
2. Students should get on and off the bus in a quiet, orderly manner and follow the safety directions regarding boarding or alighting from the bus.
3. The school bus driver is not to be unnecessarily distracted. Distracting behaviour includes but is not limited to:
  - making loud noises
  - putting feet on the seats
  - any activity likely to hurt or annoy other passengers
  - using offensive language
  - removing seat belts, wearing it incorrectly or moving around the bus
  - throwing or dropping any object from the bus at any time.
  - inappropriate use of devices
4. Students must be seated while the bus is in motion and if for any reasons they should have to move about the bus, then it should be done while the bus is stationary (ie at a bus stop). Each student should retain the same seat and be correctly belted in unless instructed otherwise.
5. Children may eat on the bus providing they take care not to make a mess and providing rubbish and food scraps are disposed of on arrival at home or school. Eating on the bus may be cancelled if the driver or Principal feels that enough care is not being taken. Where students are responsible for a mess they may be required under supervision to clean the interior of the bus.
6. Nothing is to be thrown out of the windows at any time, nor should rubbish be left on the bus.
7. Anti- social behaviour (swearing, pushing, punching, yelling, throwing things) will not be tolerated.
8. Talking is to be of a quiet nature (ie to a neighbour).
9. Any directions given by the driver must be followed.

## BEHAVIOUR MANAGEMENT STRATEGIES

### **PREVENTION PHASE**

- Bus drivers will inform their student passengers of the bus rules, expectations and logical consequences.
- These should be clearly displayed in the bus.
- Drivers should recognise good behaviour and establish a friendly working relationship with students.

### **MINOR BUS INCIDENTS**

- If the bus driver observes a minor infringement of bus rules then he/she will politely remind the student of the bus behaviour requirements.
- Any subsequent minor issues will be reported to the Principal who will investigate and take any required action.
- Each situation will be dealt with by the driver and the school on its merits.

### **NEGOTIATION PHASE**

- After observing significant distracting behaviour the bus driver should remind students of the requirement to behave acceptably on the bus.
- It is likely that the driver will need to stop the bus to deal with such issues.
- He/she may need to relocate students to other seats. Incidents must be reported to the Principal.

### **BUS INCIDENT REPORT**

- If a student fails to modify their behaviour after a second reminder, then the driver is to report the incident to the Principal or Coordinator as soon as possible so that prompt action can be taken.

### **WITHDRAWAL PHASE**

- The Bus Driver's prime responsibility is to drive the bus.
- The application of consequences is the responsibility of the Principal or Coordinator.
- Parents will be contacted at this stage and an interview involving the Principal, parents/caregivers and student will occur.
- Bus drivers are welcome to discuss student behaviour management issues at any time with the Principal or Coordinator.
- Principal will contact parents/caregivers regarding student behaviour as deemed necessary.
- **Students who repeatedly behave unacceptably on the bus will be suspended from the bus for a period of time.**
- **Immediate suspension from the bus will follow serious breaches of rules.**