



Belgrave
Heights
CHRISTIAN SCHOOL

BUS POLICY



BHCS BUS POLICY

The School Bus Policy and procedures have been established so that the students and parents/carers of Belgrave Heights Christian School will receive information leading to an understanding of the expectation of students while they are being transported to and from school.

This policy calls for co-operation on the part of students, parents, bus drivers, and other school staff, and has been developed to promote safety.

Parents are encouraged to study this policy and the procedures with their children. Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school.

BEFORE AND AFTER SCHOOL USERS

- **Arrive at least 5 minutes before the bus scheduled arrival time** to ensure scheduled pick up times for the bus run are maintained.
 - Students should wait by the curb of the designated stop where they are visible to the driver.
 - If the driver cannot see the student waiting, the driver will continue on to the next stop.
 - Frequent and long stops due to lateness cause delays in the fixed bus schedules, increase traffic congestion, and delay the arrival of all students travelling on the bus. This is unfair to other students, the School and other road users, and multiplies hazards for the bus and its occupants.
- Students should be waiting, in an orderly manner, at the assigned bus stop to board the bus when it stops in the morning.
 - There should be no pushing or shoving when boarding or getting off the bus.
 - Students should remain a safe distance from the curb to prevent accidents.
 - Students should refrain from running towards the bus as it arrives.
- Buses will endeavour to stick as close to the scheduled times as possible, bearing in mind that BHCS buses use public roads, which can result in unforeseen delays from time to time.
- Parents are responsible for the conduct of their children while going to or from pick-up points and should work in partnership with the School to ensure students arrive on time for departure.

WHEN DISEMBARKING

- **Use caution crossing the road after getting off the bus.**
- **NEVER cross the road in front of the bus.**
- **LOOK BOTH WAYS before crossing a street.**
- **Walk quickly, but safely.**

BEFORE AND AFTER SCHOOL USERS – SPECIAL NOTE

BUS USERS IN PREP – YEAR 4

The School's primary duty of care is to its students and this includes when students are disembarking from the bus. As the bus driver's main responsibility is to those remaining in the bus, parents and carers of students in Prep to Year 4 should make themselves clearly visible to the driver when students in Prep to Year 4 are disembarking.

Should a bus driver not be able to determine that a suitable adult is ready to pick up their child from the bus stop, the bus driver's duty of care to that student will determine that **the student remains on the bus and returns to school with the driver**. The onus will then be on the parent/carer to retrieve the child from school once the bus returns. Families who wish to make an elder sibling responsible for a student in Prep to Year 4 when disembarking, should advise the School of this in writing.

BUS USERS IN YEAR 5 AND YEAR 6

Students in these year levels will be allowed to disembark the bus and walk home unassisted. The School understands that not all families consider students in these year levels mature enough to walk home by themselves. Families who do not want their child to disembark the bus without a suitable adult at the bus stop, should advise the school. These students will not be allowed to disembark should the adult not be at the bus stop **and will return to school with the driver in the same way as Prep to Year 4**.

FAILURE TO GET ON AND/OR MEET BUSES AT SET TIMES IN THE AFTERNOON

All buses run to strict schedules (traffic notwithstanding). Should a situation occur where students are consistently late embarking on buses at School or parents/carers are consistently late meeting the bus in the afternoon, a family's bus use may be suspended until more suitable arrangements can be made. These types of delays impact other bus travellers and result in bus drivers being unable to stick to their scheduled runs. Travellers may miss connecting transport and this also impacts other parents picking up their children from other stops. As these types of delays are avoidable, they are considered to be an unacceptable use of the School's buses.

OBEYING THE PASSENGER RULES

- The driver is responsible for the orderly conduct of their passengers. While on the bus, the student is under the authority of, and directly responsible to the bus driver, teacher or other relevant staff, where applicable.
- The driver has the authority to enforce the established procedures for bus conduct. If any student wilfully refuses to obey the bus driver or the safety rules, the Bus co-ordinator will pass all matters of discipline onto the relevant Year Level Team Leader and/or Head of School. Families will then be advised of any disciplinary procedures or action that needs to be taken.
- When it becomes necessary to refuse a student transportation due to misconduct, the School shall make the decision and notify the parents/carers in writing of such refusal with an explanation for this action. The student will not be permitted to board the bus until the suspension is completed or the Bus Co-ordinator has been advised otherwise by the relevant Head of School.
- It should be clear that all suspensions or matters needing the Principal's or Deputy Principal's attention will be handled and directed through them.

PASSENGER RULES

- Only current authorised BHCS students may travel on the school bus.
- Student must take their seats as soon as they get on the bus. Standing is not permitted. Passengers **MUST** keep clear of the driver's area at all times.
- All seats must be shared.
- Buses are fitted with seatbelts, it is a legal requirement that all students wear them.
- No student should leave or be out of their seat while the bus is in motion.
- Students should not throw anything while in the bus or out of the door on the bus.
- Nothing should extend into the aisle of the bus, as this may pose a tripping hazard.
- Parents/carers will be held financially responsible for any wilful damage done by their children to the interior or exterior of the bus.
- No eating or drinking is permitted on the bus at any time (water accepted).
- Students should talk quietly at all times to minimise distractions to the driver.
- No offensive language is to be used. There should be no harassment or bullying of any kind against any passengers. There should be no spitting of any kind.
- Illegal drugs of any type are not be permitted on the bus at any time.
- Smoking, use of tobacco products and alcohol are not allowed on the bus at any time.
- Animals (caged or otherwise), dangerous or sharp objects which may interfere with the safe operation of the vehicle or its occupants should not be transported on the school bus. Service dogs are exempt.
- No spray cans of any sort are permitted on the bus (including deodorant containers)
- Large objects should not to be transported on the bus with the exception of musical instruments and folios. Alternative arrangements should be made for any large items outside of these exceptions that are necessary to bring to or take home from school. Bikes and scooters are not permitted on the bus.
- Students should only take the assigned bus to and from school. Changes in bus assignments and/or stops can be made **only in the case of an emergency**. Approval for any change must be requested by the parent or guardian in writing from the Bus Co-ordinator at least one day prior. Changes are subject to availability. **Individual bus drivers should NOT be approached to request changes.**

BUS TRAVEL DISCIPLINARY MATTERS

Matters related to inappropriate behaviour on buses are referred onto Year Level Team Leaders and/or Heads of School. The relevant Team Leaders and Heads of School will determine the disciplinary requirements based on the severity of any incident. In severe cases, the Deputy Principal and/or Principal may also become involved and families will be contacted regarding the consequences of any inappropriate behaviour.



Belgrave Heights

CHRISTIAN SCHOOL

BUS RULES (Student Copy)

All School rules are based on two fundamental principles:

- Respect for people
 - Respect for property
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- While travelling on the bus, the driver has full responsibility for the safety and well-being of their passengers.
 - Students must obey any instruction given by the driver.
 - Students must remain seated, facing the front of the bus, while the vehicle is in motion and **MUST** wear seat belts while on the bus.
 - Nothing must be thrown out of the windows of the bus.
 - No part of a person's body should protrude from the bus windows at ANY time. There is to be **NO** food on the bus, this includes chewing gum.
 - **NO** scooters or other manual transport items are permitted on the bus.
 - Noise should be kept to a minimum, please use a normal speaking voice.
 - No offensive language is to be used. There should be no harassment or bullying of any kind against other passengers. There should be no spitting.
 - Passengers **MUST** keep clear of the drivers' area at all times.
 - Damaging the bus or the property of other passengers is not acceptable behaviour and may cost your family money.
 - Failing to follow the rules may result in discipline.

Following these guidelines, allows the drivers to fully concentrate on the road ensuring passengers arrive at their destinations safely