 BATEMANS BAY PUBLIC SCHOOL

**Bus Policy**

Transport for New South Wales provides a bus service to assist families to transport children to and from school. The safety of students travelling on school buses is of paramount importance. It is the right of all school bus travellers to have the safest possible service provided. The driver will treat all students respectfully and in turn will be treated respectfully by all students. It is the responsibility of all bus users to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers.

**Bus drivers are responsible for:**

· Maintaining buses in a clean and safe operation. Strict guidelines have to be followed for service and inspection of school buses.

· Publication and distribution of a timetable for pick and set down to each family.

· Ensuring each bus carries an accurate list all bus users listing names, addresses and contact numbers.

**Students are expected to:**

· *Display their bus pass when entering the bus.*

*· Sit in the seat allocated unless they have approval from the driver to change seats.*

*· Refrain from eating or drinking on the bus.*

*· Respect other people’s property and the bus.*

*· Behave in a courteous manner to others on the bus, this includes no use of offensive language, fighting, spitting, throwing objects and giving up a seat for adults and disabled passengers.*

*· Notify bus drivers of any temporary changes to travel arrangements.*

The driver is responsible for managing behaviour on the bus. It is expected that minor breaches of the rules will be addressed and when these are repeated, they will be documented by the driver. The driver will report serious and/or repeated breaches of these rules, and any incident or concern that interferes with the safe operation of the bus, to the Principal.

The school Principal will investigate any reported issues and if it is substantiated the following procedure will be used.

1St Incident – verbal warning from bus driver. Code of Conduct note sent home from bus company.

2nd Incident – lunchtime time-out. Code of Conduct note sent home from bus company.

3rd Incident – Suspension from bus travel

**The Principal may suspend students from travel on the bus for serious and/or repeated instances of misbehaviour.**

This policy has been developed in consultation with Priors Bus Service and the Ministry of Transport 2006 Guidelines for Managing School Student Behaviour on Buses – Code of Conduct.