

BUS RULES

When travelling on the bus all school rules apply.

- *Promptly* follow all directions given by the driver the first time they are given.
- Keep all parts of your body and all objects inside the bus.
- Keep hands, feet and objects to yourself.
- Stay in your seat, facing the front, with your feet on the floor while the bus is moving.
- Talk quietly on the bus (no shouting).
- Treat others on the bus considerately (i.e. do not harass, swear, use rude gestures, or tease anyone on the bus).
- Do not throw things around the bus, litter, write on or damage the bus in any way.
- After getting off the bus, wait for the bus to move away before going to meet parents or crossing the road.
- Always walk behind the bus to board it.
- Store all school bags under the seats where possible, leaving the aisle clear.
- Carry all bags in front of you when getting on or off bus, being careful not to bump others.
- Do not swing on seat handles or door frames.
- Do not eat or drink on the bus.
- Be at the bus stop 2 mins. before scheduled time of departure.
- Give a signed and dated note from a parent to the bus driver if you are getting off at any other stop than the normal one.

- All students who are not regular passengers on the bus must provide a note from a parent to show to the bus officer (Mr. Sloper) and the driver if they wish to travel on a bus.
- Do not change seats on the bus or move around while the bus is moving without first gaining permission from the driver.

CONSEQUENCES FOR UNSAFE AND INAPPROPRIATE BEHAVIOUR

- Warning – from the driver.
- Move to the front of the bus for the remainder for the trip –by the driver.
- Incident report by the driver and lunch time detention.
- Suspended from bus travel for three days (6 trips) and re-entry meeting involving parent(s) student and school staff member.
- Suspended from bus travel for one week (10 trips) and re-entry meeting involving parent(s) student and school staff member.
- Suspended from bus travel for one month (40 trips) and re-entry meeting involving parent(s) student and school staff member.
- ***This process will operate over a year.***

At each step of this process the Bus Officer or Principal will inform parents either by phone or in writing.

- **Any damage or vandalism caused by students on the bus will be repaired and**

the parents/ guardians billed. A student deliberately damaging the bus may not be permitted to travel on the bus until payment has been made for the repair.

PARENT'S RESPONSIBILITIES

Parents are responsible for their children's safety and behaviour on their way from home to the bus stop, at the stop and on their way home from the bus stop to home. The school will report any misbehaviour that comes to its attention to parents and may take other action as well if necessary.

KEY SAFETY MESSAGES FOR PARENTS AND GUARDIANS:

- Always safely leave and meet your children at the bus stop
- Allow sufficient time to safely leave and meet your child at the bus stop.
- Be on time for the bus at the pick up time.
- The safest place to park a car at the bus stop is on the bus stop side of the road away from bends, crests or corners.
- Reinforce school bus and road safety rules with your children in a way that best suits them individually.
- Promote safe practices in and around school buses in your local community and with visitors
- The speed limit past a stationary school bus is **25km per hour.**

DRIVER RESPONSIBILITIES

(Regarding behaviour on the school bus)

To ensure the **safety** and behaviour of students while they are entering, travelling in and alighting from the bus, and report continued or serious misbehaviour to the school bus officer or principal.

The issues raised in this pamphlet are based on common sense. Cooperation and mutual support between all parties will ensure the buses continue to be safe and orderly.

Any grievances can be addressed to the Kapunda Schools Bus Management Committee via the bus coordinator or Principal of Kapunda High School, phone 08 85662203.

BUS ORGANISATION

Timetables are issued to all families early in the year.

Safety

- Buses carry fire extinguishers and First Aid kits.
- Emergency exit windows are at the rear of the buses or where marked.
- The buses are serviced every month and major inspections take place every 10000 km. In addition, School Bus examiners and the Dept of Transport carry out detailed inspections yearly.

Extension of existing routes

- Each application for an extension to a bus route is handled by the Transport Section of the Education Department but must be forwarded through the Principal of the School and the School Council.

Casual travel

Students who do not normally travel on the bus and wish to do so (e.g. to stay with a friend) must seek permission from the bus Coordinator or Principal and the bus driver by providing a signed and dated written request from a parent. If there is space available this would normally be granted.

Kapunda High School



Bus Policy

To ensure the safety of everyone on the school bus at all times.

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