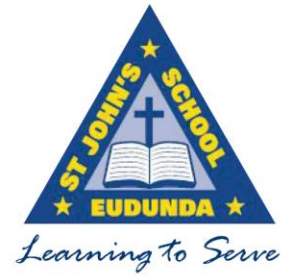


# SCHOOL BUS POLICY



It is the policy of St John's Lutheran School, Eudunda that we will provide Marrabel/Kapunda and Robertstown bus runs for students attending our school. We also provide access to the Area School bus runs through shuttle buses.



Wherever possible the bus will be kept to bitumen or maintained roads for the safety of students and the driver.

The school will communicate with the Local Councils to ensure that roads used are maintained to an appropriate standard.

Wherever possible, consideration will be given to accommodate parents/caregivers and students' needs. Changes to routes will be via notification to school and after consideration by the Principal, Business Manager and bus driver involved. Not all requests will result in changes to bus routes. Parents/caregivers will be given an opportunity to consider any changes prior to implementation.

A timetable with contact phone numbers will be sent home at the beginning of the year and as changes arise. The ring along system will be utilised when required.

## **DISCIPLINE**

The bus is an extension of the school classroom. Consequently, our school's discipline procedures are applicable.

The driver is responsible for establishing and maintaining a safe and orderly environment on the bus. Strategies to achieve this may include:

- Formal, specific seating arrangements.
- Clearly defined safety rules including the insistence that all students remain properly seated and wearing seatbelts at all times.
- Clear guidelines to students regarding appropriate noise level on the bus.
- Clear and precise messages to individual students who are being disruptive.
- Treating all students fairly and reasonably with due consideration to the wide age levels on most buses.

Any student who refuses a reasonable request, moves about the bus or is insolent, rude, foul mouthed or generally uncooperative, must be reported to the Principal as soon as possible via a Bus Behaviour Report. The Principal will investigate the incident and apply appropriate consequences.

The driver must NOT complain to parents about any student and the first point of contact should be the school. Parents/caregivers must also contact the school first.

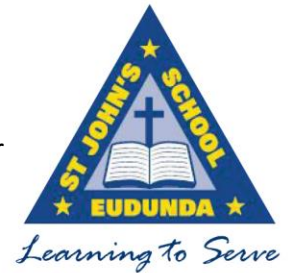
Bus Monitors can ASSIST the driver but are NOT responsible for the discipline/safety on the bus.

It is suggested that where needed and applicable, bus monitors be elected by the bus driver on a term basis.



## STUDENT BEHAVIOUR

The bus is an extension of the school classroom and consequently School Behaviour Policy applies.



Students are required to observe the following rules:

- They must obey, without comment, any instruction given to them by the bus driver in relation to seating, behaviour or other safety/disciplinary matters.
- They must remain **properly seated with seatbelts on**, in their allocated seat **at all times unless given permission by the driver to do otherwise**.
- They must treat the bus driver and all other students, with respect.
- They must not intimidate a student either verbally or physically.
- They must not interfere with the possessions of any other student.
- They must keep the noise level to a reasonable level.
- They must not distract the driver by their actions or comments.
- They must not, at any time, have limbs protruding from open windows nor must they ever throw articles out of the window.
- They must not make obscene gestures or signs to oncoming or following traffic.
- There is to be no eating on the Area School buses but water is allowed during the warmer months.
- They are to make sure that the bus is kept clean and tidy at all times.

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR ON A BUS

1st Incident	Warning from driver	
2nd Incident	Report No. 1	Withdrawn from the yard for 1 lunchtime, at the discretion of the Principal.
3rd Incident	Report No. 2	Suspension from the bus for one day and withdrawn from the yard for two lunchtimes.
4th Incident	Report No. 3	Suspension from the bus for a period of up to 5 days, at the discretion of the Principal of the school, and withdrawn from the yard for 1 week.



If a student's behaviour is such that the Principal has no choice but to suspend the student from the bus in order to ensure the safety of all others on the bus, parents/caregivers will be required to transport the student to and from school for the duration of the suspension. Ongoing behaviour which results in repeated suspensions or which puts the safety of other students and the driver at risk may result in a suspension of longer than 5 days. These steps also apply to students' behaviour on all Area School Bus runs.



## VARIATIONS TO TRAVEL ARRANGEMENTS

Students are permitted to travel on buses other than their usual bus only under the following circumstances:

- A request in writing is sent to the Principal and he/she gives specific approval. Please note that accommodation on most buses is limited. The student will be required to sit on the seat allocated by the driver.
- Bus drivers are not to be approached with such requests. It is not their area of responsibility.
- Phone requests will only be actioned in genuine emergency cases.

The other significant concern relates to students who travel to school on their usual bus in the morning but not on the afternoon run. This usually occurs on sports practice nights.

It is your responsibility, as parents, to notify the school of the changes you wish to make to usual travel arrangements.

To simplify the matter we will accept one note to cover "regular" events such as sports practice, but please notify the school if the normal arrangements change.

If you decide to pick your children up rather than have them travel on the bus, you **must inform the school by 2:30 PM** that you intend to do this. **Please do not leave it until the last minute as it makes our monitoring tasks very difficult.**

In general, the bus driver will keep to the set timetable. If parents/caregivers are running late and miss their usual pick-up point, they will either need to catch the bus at a stop further along the route, or drive the student into school. The bus driver is not allowed to stop between approved stops.

Should any bus be involved in an accident, it will be crucial that we have an accurate list of students who were travelling on the bus. We seek your co-operation in ensuring that the lists we have each afternoon are accurate. In order to ensure the safety of all bus users, a safe and orderly environment is required at all times on the bus.

Created 2015

Reviewed June 2018 Paula Skinner



# BUS FEE STRUCTURE



## **Kapunda / Marrabel and Robertstown Buses Fees per Term.**

Students will be charged \$6 per day per student for only the days they travel on either of the above buses and will be invoiced to the family accounts at the end of each term.

**Students who use the above buses irregularly will be required to pay \$6.00 on the day, otherwise will not be able to travel on the bus.**

## **Area School Shuttle Bus Fee per Term.**

Students will be charged \$2 per day per student for only the days they travel on the above bus and will be invoiced to the family accounts at the end of each term. ,

**Students who use the shuttle bus irregularly ie to attend the Area School for sports training or travelling to a friend's home will be required to pay \$2 on the day, otherwise will not be able to travel on the bus.**

