



# **GARDEN COLLEGE**

## **Bus Policy**

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Prepared by: Executive Staff

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## CODE OF CONDUCT FOR STUDENTS

- Students should remain well clear when bus is moving
- Students must not attempt to enter a moving bus
- Students must always keep all parts of body and other objects inside bus
- Students should remain stationary, with seat belts fastened until bus is parked
- Students crossing the road after leaving a bus, do so at the rear of the bus
- Students must follow all directions given by bus driver or teacher on duty, if directions are not followed; the student is solely responsible for any outcomes.
- Students must be supportive of each other while travelling on the school bus.
- Students must obey the instructions provided by the bus driver and Bus Captains.
- The driver has discretion regarding seating arrangements and in establishing reasonable noise levels.
- Students may drink water, no eating allowed on the bus.
- Students should not move from their seats even when the bus is stationary at various stops.
- Seat belts must always be worn when provided on a bus
- Where on-going issues occur with a student and their behaviour on the bus, the child may no longer be permitted to travel on a bus. - Refer to consequences.
- From time to time, students may be moved to another bus temporarily or permanently for various reasons at the discretion of the College. - Dependant on route/availability
- Misbehaviours listed below will not be tolerated:
  - Serious bullying and harassment of other students.
  - Stopping others from disembarking at their stop.
  - Verbally threatening the driver or other students.
  - Standing and refusing to sit down.
  - Walking on seats.
  - Pushing and shoving when boarding or exiting bus.
  - Swinging on bus.
  - Throwing objects inside or out of the bus.
  - Fighting with other students (verbal or physical)
  - iPad/camera devices not allowed to be used in bus
  - Using Matches and lighters.
  - Carrying dangerous items.
  - Refusing to wear seat belts where fitted.
  - Causing damage to bus property - (Action taken apart from compensation of damage)

## CATEGORIES OF INAPPROPRIATE BEHAVIOUR & ITS CONSEQUENCES FOR THE BUS

### **Category 1 – UNACCEPTABLE BEHAVIOUR**

This category includes minor offences but is not limited to behaviour that may be irritating or unpleasant. Examples include:

- Distracting the bus driver by persistent noise
- Failing to show a travel pass and/or failing to pay term payment

- Eating or drinking (other than water) on the bus (unless for medical reasons whereupon a medical certificate must be shown or with the written permission of the bus operator)
- Using offensive language
- Minor harassing and bullying of other passengers and or bus driver
- Damaging property

**Consequence:** May lead to the loss of travel for up to 10 school days. Garden College Disciplinary Procedures will also be followed. Where loss of travel is deemed (Bus) the necessary action to be taken, parents/carers are responsible for the transportation of students, not Garden College. Damage to property will be paid by parents/carers.

### ***Category 2 – DANGEROUS BEHAVIOUR***

This category includes more serious offences but is not limited to the behaviour that may cause an element of danger to individuals. Examples include:

- Serious harassing and bullying of other passengers and/or bus driver
- Allowing any part of their body to protrude from the bus whilst the bus is in motion
- Stopping others from disembarking at their stop
- Verbally threatening the driver
- Standing on steps or in areas not set aside for standing and refusing to sit with seat belt fastened
- Pushing and shoving when boarding or exiting bus
- Swinging on bus rail
- Opening the exit doors
- Throwing objects inside or out of the bus
- Fighting with other passengers
- Spitting
- Causing significant damage to property in buses
- Using matches/lighters/inflammables

**Consequence:** May lead to the loss of travel (Bus) for up to 10 school weeks. Garden College Disciplinary Procedures and/or Bullying Policy will also be followed. Where loss of travel is deemed the necessary action to be taken, parents/carers are responsible for the transportation of students, not Garden College. Damage to property will be paid by parents/carers.

### ***Category 3 – HIGHLY DANGEROUS BEHAVIOUR OR LIFE THREATENING BEHAVIOUR***

This category includes major offences but is not limited to highly dangerous behaviour. Examples include:

- Pushing passengers out of the doors or windows
- Interfering with the driving controls or emergency door releases
- Assaulting the driver or other passengers
- Interfering with safety equipment
- Recklessly or negligently endangering the safety of other passengers or themselves
- Smoking
- Carrying dangerous items
- Destruction of bus property

- Sexual misconduct
- Any other item not mentioned in category 1 and 2

**Consequence:** Will lead to the permanent loss of travel on private buses. Garden College Disciplinary Procedures will also be followed. Where loss of travel is deemed the necessary action to be taken, parents/carers are responsible for the transportation of students, not Garden College. Damage to property will be paid by parents/carers. Where appropriate the bus driver has the right to report the incident to the police also for appropriate legal action.

**The category of the incident will be identified with the collaboration of incident footage, driver and student witness statements via school wellbeing co-ordinator and bus company manager.**

## CODE OF CONDUCT FOR DRIVERS

- Be aware of the students on your bus and their needs.
- Working with Children Check documentation to be provided to school before commencement of driving duties. Any casual drivers must have submitted their WWCC documentation prior to driving.
- Reply to/acknowledge a parent notice of child absence with SMS and maintain a log of all SMS contact for one term at least.
- Always present themselves in a professional manner. E.g. (collared shirt and long pants for men)
- Drivers should do all possible to avoid verbal or physical disputes with parents and any other stakeholder (e.g. Students).
- Take note of any students' concerns and inform the School.
- Promptly notify the school of any negative behaviour or incidences that occur on the bus. (refer to bus driver procedure guideline attachment)
- Promptly notify the school if a student does not follow the Code of Conduct and fill in an incident form, otherwise the bus driver will be held responsible.
- Use "child" appropriate language when dealing with students.
- Hands free Bluetooth headsets should always be used.
- Driver is responsible solely to drop off student at the designated location. The driver is under no obligation to wait for anyone at the drop off location.
- In the event of a serious breach of discipline on the bus the driver should contact the well-being coordinator. The College and not the driver will apply the necessary consequences and follow up students. The driver may not expel an offending student from the bus. If the offence is extremely serious the driver must stop the bus and contact the school. The College may request that the parents will collect the offending student from the bus.

## PARENTS CODE OF CONDUCT

- Parents to ensure the child is ready for pick up 15 minutes before the scheduled time and be present at the afternoon drop-off time. The bus driver will use his discretion in waiting for any student. The pickup and drop off time could vary dependant on traffic. The driver will wait a maximum of 2 minutes in the morning and then proceed to next destination in the morning.
- Parents must SMS the bus driver no later than 7am the day of any expected absences (please do not call the driver). Failure to notify the bus driver on 3 occasions will result in a one-week ban.
- No special request for daily change of pick up and drop off addresses are allowed.
- The bus company is not liable for delivering of any personal packages and/or money to the school.
- If the parent has any concerns regarding the bus or the driver, they should not confront (in person or over the phone) the bus company and only contact the school office.
- No parents allowed on the bus at all times.

- Parents are to not involve themselves in any disputes (verbal or physical) with drivers, parents or students on the bus.
- If parents are relocating the school must be contacted to confirm availability for the bus.

## EMERGENCY PROCEDURES:

In the event of a **bus breaking down**, the following steps must be taken:

- School must be notified by the relevant bus company.
- School will notify parents of the delay
- Students must stay on the bus until collected by another bus or their parents

In the case of injuries as a result of an accident the following steps must be taken:

- The driver can use his/her discretion to assess the situation and contact '000' immediately, followed by notification of the bus company and the school.
- Depending on the cause of the injury, the school to liaise with police
- Parents to be notified by the school.

## GRIEVANCES AND COMPLAINTS

If parents have any concerns with the bus company or its drivers, they are encouraged to write an email to: [info@gardencollege.sa.edu.au](mailto:info@gardencollege.sa.edu.au)

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Parent's Name and Signature

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Date

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Student's Signature

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Date