



# TRAVELLING HOME BY SCHOOL BUS

This procedure is applicable to: all DECD employees.

## DOCUMENT CONTROL

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## REVISION RECORD

Date	Version	Revision description
21/06/13	1 <sup>st</sup> Draft	Draft created and viewed by all Preschool Families
12/08/14	Final Draft	Passed at Preschool Parents Committee Meeting on 12/08/2014 to hand over to Governing Council for ratification
20/08/14	Final Draft	Forwarded onto the Governing Council to be added to the agenda for the next meeting for final ratification
15/09/14	Final Draft	Ratified by Governing Council

## 1. TITLE

### TRAVELLING HOME BY SCHOOL BUS

## 2. PURPOSE

To ensure Preschool children travel home by school bus safely

## 3. SCOPE

This procedure applies to all educators at Tintinara Preschool

## 4. OBJECTIVES

Preschool children are allowed to use the school buses, to travel to and from the centre, providing consent has been obtained from the school, the bus drivers and there is room on the bus.

This is a privilege for Preschool families.

## 5. PROCEDURE DETAIL

- Remain seated at all times while bus is in motion, where seat belts are supplied in buses parents/caregivers are to provide an approved child care seat to be used in the bus
- Remain seated until the bus has stopped, and then alight as quickly as possible
- Remain standing on the roadside until the bus has left, before crossing the road
- Do not eat or drink on the bus, unless permission is given by the driver
- Put all paper and/or food scraps in the bins provided, as you get off the bus
- Put bags under seats and not in the aisle
- Keep noise down to an acceptable level
- Sit in assigned seat at all times, unless directed to move or the driver gives permission to move

## 6. ROLES AND RESPONSIBILITIES

### Party / Parties

Preschool staff will assist children to get on the correct bus at the end of the day

### Roles and responsibilities

Ensure children safely get onto correct bus

Families have a responsibility to notify the Preschool if they are collecting their child from Preschool rather than using the bus.

## 7. MONITORING, EVALUATION AND REVIEW

Review on an annual basis