

# School Bus Behaviour - Rules and Routines

PARENTS ARE REQUESTED TO REMIND CHILDREN OF ACCEPTABLE & UNACCEPTABLE BEHAVIOUR ON THE BUS AND THE RELATIONSHIP BETWEEN BEHAVIOUR AND SAFETY.

1. Parents / Carers have a duty to take care of their children while they are getting to and from school or a department school bus stop and while at the stop.
  2. Bus policy requires parents to be at the bus stop three minutes prior to pick up and drop off time.
  3. At bus stop – stand clear of the bus as it pulls up for pick up or set down.  
At school -  
One teacher will assume the responsibility of Bus Duty in lieu of usual Yard Duty. That teacher will supervise children boarding the buses from 3:30pm – 3:40pm.  
No students on the bus unless a bus driver is present.
  4. Move to a seat on the bus smartly.
  5. Remain seated at all times until the bus stops at set down point.
  6. Usual school rules apply to general behaviour on the bus.
  7. Any behaviour which distracts the driver will be classed as dangerous and unacceptable as it puts all who are travelling on the bus at risk of an accident e.g. fighting, teasing, excessive noise, etc. Unacceptable behaviour will be recorded and reported.
  8. Eating and drinking on the bus will be at the driver's discretion. If the driver allows eating/drinking, students will be responsible for either placing their rubbish in their bags or placing their rubbish in the bin provided only when the **bus is stopped** and **they are exiting** the bus.
  9. If rubbish is thrown from the bus the student is liable for an on the spot fine. **Note:** This is relevant when a bus is used for excursions as well as travel to and from school.
  10. Any person caught throwing papers or food will be responsible for the mess.
  11. All body parts are to remain inside the bus, and students are not to put their feet on seats.
  12. School bags or other equipment must be stored on racks or under the seats for safety.
  13. Abusive language will not be permitted, and therefore will be recorded and reported.
  14. Bus drivers **need to be notified** either by a written note or personal contact when:
    - a. A student is not catching the bus in the morning or home at night.
    - b. Visiting students need transport.
    - c. Any changes in pick up or put down points are different to the normal ones.
- All messages regarding changes of travel arrangements should be **directed to the bus driver**. If the bus driver is unable to be contacted then the Bus Duty Teacher needs to be notified so that he/she can inform the bus drivers.
- N.B. On special days i.e. Sports Days, Swimming Carnivals etc. bus drivers still need notification about travel arrangements.
15. Bus seating will be allocated to each student as a permanent arrangement. The bus driver is responsible for allocating seats and may change seating arrangements when necessary.
  16. If parents feel that their child/children are, for any reason, unhappy travelling on the bus, then it is their responsibility to bring their concerns to the bus driver's attention. This allows their concerns to be discussed before they escalate.
  17. **Bus drivers** will stop the bus to discuss unacceptable behaviours. Students must never be put off a bus while on route as a disciplinary measure.
  18. The Principal will follow up reports of misbehaviour and take whatever action is deemed necessary, including suspension from bus travel but only after prior consultation with parent/guardian.