



FRANCES PRIMARY SCHOOL TRAVEL BY BUS POLICY

The purpose of this policy is to outline the position of Frances Primary School in relation to bus travel and provide guidance for school procedures in this area. It aims to ensure the safety of students while travelling by school bus and to promote respectful behaviours.

Frances Primary School Bus

The Department for Education's *School Transport Policy* (October 2017) states that Governing Councils are permitted to purchase buses for school use and they are responsible for:

- All costs associated with purchase, registration, compulsory third party insurance and operation of the bus,
- Effecting insurance cover as required,
- Obtaining the appropriate route or charter licences from DPTI,
- Ensuring that all legislative requirements pertaining to the owning and operating of buses are met,
- The provision of drivers in accordance with the requirements contained in Department for Education *School Transport Policy* (October 2017).

Bus Drivers:

As the Frances Primary School Bus has 11 seats, accreditation requirements are the same for licensed drivers in SA class C. The Department does not prescribe a minimum age, other than that specified in the Motor Vehicle Regulations. Paid bus drivers must have current DPTI accreditation including a DCSI Child Related Employment Screening. There are no requirements for drivers to be trained in first aid procedures. The principal must ensure that volunteer drivers must satisfy the criteria for licence requirements and be fit to drive.

The principal must be satisfied that the driver:

- Is a responsible, mature person of good moral character,
- Has the ability to apply basic supervisory skills in relation to students,
- Can communicate effectively with students, parents, and school staff.

The Department for Education *School Transport Policy* (October 2017) further states that drivers of school owned buses must:

- Ensure the safety and behaviour of students while they are entering, travelling in an alighting from the bus, and report continued or serious misbehaviour to the principal. Drivers must not, under any circumstances, put students off the bus as a disciplinary measure or use any form of corporal punishment.
- Observe the requirements of the *Road Traffic Act 1961* and the *Motor Vehicles Act 1959*, all signs, signals, road restrictions and be courteous to other road users.
- Use discretion in an emergency situation, but on no account leave children unsupervised in such a situation.
- Ensure that doors are closed when the bus is in motion,

- Avoid reversing a bus unless a responsible person is available to provide guidance,
- Not allow parcels or equipment, other than hand held luggage, to be carried on the bus,
- Not drive in bare feet, thongs or derivatives, or high-heeled shoes,
- At all times while driving a bus be able to satisfy a zero blood alcohol reading as required by legislation (any breach could result in withdrawal of authority to drive),
- Not take any drug likely to impair performance as a bus driver,
- Not smoke on the bus at any time,
- Not set children down at other than their normal bus stop without specific approval in advance from the school with bus pass system operating in that circumstance,
- At all times observe local speed restrictions, exercise judgement and regulate speed according to road and /or weather conditions,
- Will walk through the bus to check that no students remain on the bus, at the end of the run.

Other Department and Government requirements:

- Diesel powered buses can be fuelled while students are on board, however the fuelling of buses must be undertaken in such a manner so as not to affect bus timetables,
- With installation of seatbelts in school buses, current legislation does not require students to wear the seatbelts but the Department expects students to use them in the interest of safety. Drivers should encourage all students to use seatbelts but not physically intervene if they choose not to do so. School bus drivers should report any child who refuses to wear their seatbelt to the principal,
- The principal is responsible, in liaison with parents and drivers, for determining whether a smaller child can travel safely on a bus. Parents will be invited to supply a booster seat which meets Australian Design Rules if required.
www.infrastructure.gov.au/roads/motor/design/index.aspx
- First Aid Kits must be provided on every bus and drivers must ensure that the kits are stocked and left in the bus at all times,
- Eating in buses is not to be encouraged,
- The Code of Practice for Buses stipulates that every bus registered in SA shall carry within it, in such a position as to be readily available for use, an appropriate and efficient fire extinguisher. Every fire extinguisher shall be maintained in an effective working order, having adequate operating instructions displayed. Fire extinguisher servicing is part of the corporate preventative maintenance program,
- No restrictions apply to advertising and other adornments with the exception of advertisements of a political or a religious nature,
- Governing Councils are permitted to purchase trailers for use with buses and the appropriate insurance must be effected,
- Schools are responsible for the payment of the registration and compulsory third party insurance costs. This third party insurance covers all passengers travelling on the bus at any time,
- Accident/Injury report (Ed155) must be completed in the event of injury likely to result in medical treatment/ injury of a moderate or severe nature to school children and departmental staff and forwarded to the Manager, Occupational Health and Safety Unit,
- The Critical Incident process should be followed in the event of a serious accident,
- The cleaning of the bus is the responsibility of the driver. The provision of items such as dusters, chamois cloths, brooms, floor mats and other items is the responsibility of the school,
- Timetables are provided to families at the beginning of the year and as changes occur.

Frances Primary School Students Travelling by Bus

It is an expectation that all students travelling by school bus:

- Follow all directions given by the driver the first time they are given,
- Keep all parts of their body and all objects inside the bus,
- Keep hands, feet and objects to themselves,
- Stay in the designated seat with their feet on the floor (if able) while the bus is moving,
- Talk quietly on the bus,
- Ensure that conversations are appropriate and respectful, and do not cause any harm,
- Do not swear, use rude gestures or tease anyone on the bus,
- Do not 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 families or to cross the road,
- Always walk behind the bus to board it,
- All sports equipment is to be left in school bags or stored at the front of the bus,
- Where possible pre-school and younger children will be seated towards the front of the bus for their safety and supervision.

Consequences for unsafe and inappropriate behaviour:

- Warning from bus driver and principal,
- Sit in designated seat,
- Suspended from bus travel for one day (2 trips)
- Suspended from bus travel for three days (6 trips)
- Suspended from bus travel for one week (10 trips)
- Suspended from bus travel for one month (40 trips).

Family Responsibilities:

- Families are responsible for their children's safety and behaviour on their way from home to the bus stop, at the bus stop and on the way from the bus stop to home,
- Families must contact the school AND driver if there are any changes to bus travel.
- Families of students who do not normally catch a particular bus must inform the school so a bus pass permission slip can be given to the driver,
- Any damage or vandalism caused by students on the bus will be repaired and the student's family billed,
- 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,
- The speed limit past a stationary school bus is 25km per hour.

Emergencies:

- In the event of an emergency such as a bushfire, buses may not run. If this is the case local authorities will advise the school. As soon as it is practical to do so families will be informed.
- In the event of a bus not running as scheduled, parents are strongly advised not to carry other students in their vehicles without parental permission, as there are legal implications.
- In the event of our region being given a catastrophic fire rating, our school will be open however buses will not run.

If you have any questions or concerns regarding bus travel please contact Frances Primary School on 08 8765 1034.