

## BUS MANAGEMENT POLICY

|                                  |                             |                                       |
|----------------------------------|-----------------------------|---------------------------------------|
| <b>Position Held On Council:</b> | <b>Name:</b>                | <b>Date:</b>                          |
| <b>President:</b>                | <b>Toneea Watson</b>        | <b>19<sup>th</sup> November, 2024</b> |
| <b>Acting Principal:</b>         | <b>Lyn Coulter</b>          |                                       |
|                                  | <b>Date To Be Reviewed:</b> | <b>November, 2027</b>                 |



### Help for non-English speakers

If you need help to understand the information in this policy please contact the Administration Office.

### PURPOSE

To ensure that safe practices are established and maintained with regard to school buses

### RATIONALE

Student behaviour on and around buses, and the efficiency of bus services are of vital importance to student safety, an effective bus service and maintenance of student enrolments. Students, staff, parents and other school community members have the right to travel safely on school buses

### AIMS

- To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education and Training policies and regulations.
- To ensure bus issues are dealt with effectively and efficiently.

### IMPLEMENTATION

- The Student Transport Unit (STU) of the Department of Education and Training (DET) sets the policy and provides general transport advice to DET regional offices and schools.
- The Regional Bus Team within Public Transport Victoria (PTV) administers the SBP as directed by the School Bus Program policy and procedures document and holds the contracts with bus operators.
- Robinvale College has the responsibility for the coordination of school buses, including coordination of student travellers and coordination of Emergency Management procedures.
- Our school bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of term 1 each year.
- The Principal, or delegate, will be the bus coordinator. They will undertake all responsibilities associated with bus travel by students.

### The Bus Coordinator will:

- Act in accordance with the DET and Department of Infrastructure regulations.
- Distribute information on bus travel to students, staff, parents and bus contractors/drivers.

- Liaise with bus contractors, parents, staff, students and the school community on all matters pertaining to bus travel.
- Provide administration staff with up to date bus routes, schedules and bus parking plans.
- Organise a staff member to supervise the boarding of buses at the conclusion of each school day, including marking each child against an attendance roll.
- Ensure that students and their families are aware of their responsibilities as bus users (see 'Robinvale College Bus Code of Behaviour' below).
- Ensure that students are aware of the consequences of their failure to comply with bus travel requirements.
- Meet with students to discuss bus issues as they arise and investigate complaints.
- Be proactive in a responsible way to resolve behaviour issues before the situation escalates.
- Take disciplinary measures for misbehaviour, including temporary or permanent suspension from bus travel.
- Maintain adequate and up-to-date documentation surrounding incidents of misbehaviour.
- Provide any formal notification of a suspension from bus travel to the student and his/her parents/guardians, the school, and the bus operator and the driver of the bus service.
- Forward a report to the STU and the student's principal if an incident of suspension from bus travel is deemed particularly serious.
- Make the Robinvale College Emergency Management Plan available to bus contractors/drivers.
- Supply bus contractors/drivers with the relevant section of the Robinvale College Bus Code of Behaviour (see below).
- Ensure bus contractors/drivers are to be familiar with the DET School Bus Service documents.

#### Students will:

- Behave in accordance with the Robinvale College Bus Code of Behaviour (see below).
- Be aware of the consequences for failing to comply with the Robinvale College Bus Code of Behaviour.
- Notify the bus contractor/driver and/or bus coordinator of any incidents where their right to travel safely has been threatened.
- Forward bus notes to the school office.

#### Parents will:

- Supply a note alerting the school office to any changes to travel arrangements for their children.
- Reinforce the responsibilities of their children with regard to bus travel.
- Be proactive in a responsible way to resolve behaviour issues before the situation escalates.
- Be aware of the Robinvale College Bus Code of Behaviour and the resultant consequences of failing to comply with this document.
- Bring to the attention of the bus coordinator any incidents on buses involving their children.

#### Bus Contractors/Drivers will:

- Ensure that bus users are transported safely.
- Fulfill the terms of their contracts as entered into by the Department of Infrastructure.
- Drive the bus in accordance with the law, DET and Public Transport Corporation requirements.
- Be aware of the DET School Bus Services documents.
- Assess the needs of students with disabilities and negotiate provisional resources through the appropriate authorities.

- Be familiar with the Robinvale College Bus Code of Conduct and the behaviour expected of bus travellers.
- Report incidents of disruptive or unacceptable behaviour to the bus coordinator.
- Be proactive in a responsible way to resolve behaviour issues before the situation escalates.
- Only depart the school at the completion of each day when given permission to do so by the bus coordinator.

### Robinvale College Bus Code of Behaviour

- Be on time to their bus stop each morning and at the bus loading area each afternoon. Students must be at the bus stop ten minutes prior to the scheduled departure time in the mornings.
- Remain well clear when bus is parking or leaving.
- Walk onto the bus.
- Do not attempt to enter or leave a moving bus.
- Follow all directions given by bus driver and teachers when travelling on buses.
- Passengers must wait at the bus-stop in an orderly fashion; refrain from playing on the roadway; and not attempt to approach the bus until it has stopped.
- Passengers must board or leave the bus in a quiet orderly fashion.
- Passengers allocated a seat must remain seated for the whole of the journey and until the bus is parked. No pupil should, under any circumstances, have any part of his/her body protruding from a bus or throw any object within or from a bus.
- Boisterous conduct or 'horse-play' or any action which may distract the driver is not allowed.
- Students should converse in a normal tone of voice at all times and refrain from calling out to others on board the bus or to passing traffic.
- No food or drink is to be consumed on school buses.
- Smoking by any person is not permitted on a school bus.
- Students must not talk to the driver while the bus is in motion.
- After getting off the bus, remain on the side of the road until the bus has resumed its journey.
- Students crossing the road after leaving a bus, do so at the rear of the bus.
- Students are not permitted to use electronic devices on the bus as they may:
  - Distract the driver
  - Encourage students to move from their seats whilst travelling
  - Expose students to inappropriate content

### Breach of Rules

- The first breach of rules – the student is reported to the bus coordinator by the bus driver, of the breach of rules. The student is informed that s/he has failed to meet the standards of behaviour expected on the bus and is given a verbal warning.
- The second breach of rules – the student is reported to the bus coordinator by the bus driver, of the breach of rules. A Notice of Concern – Behaviour letter is sent home to parents/guardians.
- The third breach of rules – the student is suspended from bus travel for a period of one week and parents are advised of this in writing. During a period of suspension, a student's transport is the responsibility of their parents/guardians.
- Subsequent breaches of rules – the student is suspended from bus travel for the remainder of the year, and parents are advised of this in writing. During a period of suspension, a student's transport is the responsibility of their parents/guardians.
- In the event of serious breaches of bus rules, this process may be shortened and students may be immediately suspended from bus travel without first and second warning.

## FURTHER INFORMATION AND RESOURCES

- Education Victoria School Bus Program Policy  
<https://www2.education.vic.gov.au/pal/school-bus-program/policy>
- Student Transport Unit SBP Policy 2016  
<https://www.education.vic.gov.au/Documents/school/principals/management/sbppolicy%202016.pdf>
- SBP Conditions of travel  
<https://www2.education.vic.gov.au/pal/school-bus-program/guidance/conditions-travel>

## POLICY REVIEW AND APPROVAL

This policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstances.