



Hamlyn Views School

Student Bus Transport Policy

1. PURPOSE

Hamlyn Views School students are transported to and from school by buses which are part of services contracted by the Department of Education & Early Childhood Development. The Department of Education has determined a designated transport area for students attending this school. Students living within this area may be provided with cost free transport.

This policy is in line with 'Students with Disabilities Transport Program' [SDTP] and the school's 'Bus Transport Memorandum of Understanding' which is reviewed annually. The Student Bus Transport Code of Conduct also provides a further reference point for this Policy.

2. AIMS

School Principal or their nominee, and the Bus Service Provider will work harmoniously to ensure the safe passage of students to and from school.

3. IMPLEMENTATION

3.1 BUS TRAVEL

- Transport will be provided by Reillys Buslines. Any alterations to this will be made by Government Schools Operations.
- An agreed protocol for managing issues between Hamlyn Views School and Reillys Buslines will be implemented when need arises.
- No student will be on the bus for more than 2 hours for each journey as per DET Policy.
- Students must be school age (5 years by the end of April in Foundation up to 18 years), and attend Hamlyn Views School for at least 3 days a week to be eligible for bus transport.
- Transport may be provided for students who attend less than three days if permission from Student Transport is sought and accepted.
- DET will be informed of the emergency procedures that apply and also of any emergency situation that occurs.
- Student Transport will be provided with a copy of the school's Bus Transport Policy, Transport Memorandum of Understanding and Bus Transport Code of Conduct for Students.
- All students travelling by bus will have a Bus Travel Form signed by their parent or guardian and a Student Travel Plan completed. Travel Plans will be submitted to DET upon request.
- Each bus will have a supervisor/chaperone employed by the bus company as well as a driver. Students must be supervised at all times. Unless operating the wheelchair lift, at no time is the supervisor permitted to leave the bus. This is a requirement of DET to ensure safety for the rest of the students on the bus.
- Students will have a set time for pick up and set down, but allowances should be made for any unforeseen circumstances

HVS has zero tolerance for any form of child abuse

- Persons other than students of Hamlyn Views School cannot travel on buses. Drivers are not authorised to give permission for others to travel on the bus.
- Students are to travel on their allocated bus only. Changes can be made through the driver and school coordinator only.

MORNINGS

- In the mornings students are asked to be ready at least 5 minutes before the scheduled pick up time.
- If the bus has arrived on time, waited three minutes and had no communication with the parent or guardian, the bus driver may phone the parent to let them know they are waiting. If there is no response they will move on to the next pick up point.
- If unexpectedly a student will not be attending school, parents are to contact the bus driver's mobile phone as soon as possible.

AFTERNOONS

- In the afternoons, if there is no adult to meet the student [unless otherwise arranged with the school] the drivers will wait three minutes after the designated time at the usual set down point. The bus driver will try to make contact with the parents. The bus will then continue on with the normal run. Parents can contact the bus and arrange to meet it en route to collect children. If no contact occurs between parents and the bus by the end of the run, bus staff will then contact the school who will telephone the students emergency contact phone numbers regarding supervision of the student. The student will either be returned to school or met by parents or carer to be collected.
- The onus is on parents to contact the school before 2:55pm if they are unable to be present at the designated set down time.

2.2 TRANSPORT CO-ORDINATION

The Principal or their nominee and the Business Manager will be responsible for transport operations. The Principal of their nominee will be the Bus Transport Co-ordinator. They will work with Reillys Buses, and bus staff to:

- Ensure that suitable bus staff are used at all times.
- Convene meetings with the bus company and bus staff early in term 4 to negotiate bus schedules for the following year.
- Co-ordinate and maintain seating plans to ensure safe passage of students.
- Co-ordinate appropriate arrangements for the transport of new students who enrol throughout the year and when students change addresses.
- Notify bus staff well in advance of any Public Holidays or Student Free Days, and when there are alterations to dismissal times, such as early dismissal at the end of a term.
- Ensure that each bus carries the school Emergency Manual which includes procedures to be adopted in the case of emergencies, parent and emergency contact details and information regarding student's conditions or medical needs which may affect their transport.
- Ensure that bus staff have a copy of relevant school policies - Student Bus Transport Policy, Student Bus Transport Code of Conduct for Students
- Access relevant student information - Student contact details and Bus Travel Plans.

Working with Parents to:

- Ensure that parents receive transport information including the Student Bus Transport Policy and Student Bus Transport Code of Conduct as part of the Enrolment Pack.

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- Ensure that messages from parents are communicated as per school protocols. It is not the responsibility of bus staff to carry messages.

Working with School staff to:

- Assist in supporting bus staff with behaviour support strategies.
- Maintain communication with bus staff including student absences, changes to drop off and pick up details and general messages through 'Transport Change Forms' and procedures.
- Co-ordinate marking of bus rolls as students board buses each afternoon.
- Manage handover of students, from bus to school staff on arrival in the morning, including a bus monitor physically checking each vehicle to ensure all student passengers have alighted. [See also Bus Parking Procedure]

Working with School Business Manager to:

- Provide CASES21 bus transport information to the Coordinator of School Transport, Government Schools Operations.

2.3 BUS STAFF RESPONSIBILITIES

- Bus staff must respect the confidential nature of any information they may have about students and their families.
- Bus staff must not give students more physical contact than is necessary for safe transport.
- Supervisors must sit in a position where they can observe the students at all times.
- Students must be seated in their allocated seat at all times.
- Bus staff must check for Transport Change Forms prior to departing for morning and afternoon bus runs.
- Bus staff will report any incidents of inappropriate student behaviour in their Incident Reporting book. A copy will be handed to the bus monitor who in turn passes it onto the Classroom Teacher.
- In the case of emergencies, bus staff are to follow the procedures in the Emergency Folder and those that are required by the bus company.
- All bus staff are to provide their current Working With Children's Check (WWCC) to the Business Manager for verification and a copy made to be placed in a WWCC File, prior to undertaking their role as a driver or supervisor.

2.4 STUDENT BEHAVIOUR

- Where student behaviour is such that it puts the health and safety of themselves or others at risk then follow-up action or consequences will be taken dependent upon the circumstances of any incident and in consultation with the student's parents or caregiver. Refer also to Student Bus Transport Code of Conduct.

2.5 PARENT RESPONSIBILITIES

- Students must be at the pickup point, ready to board 5 minutes before the appointed pick up time. Supervisors are not permitted to leave the bus to knock on the door of a house but may ring to inform you that they are there.
- Students become the responsibility of the supervisor as they board the bus. It will not be necessary for parents to board the bus.

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- Parents are responsible for meeting students from the bus in the afternoons, or for ensuring they have the appropriate level of supervision.
- Parents should notify the school office if someone other than the regular person is to meet the bus at the pick up or set down point.
- Any changes to students home or emergency phone numbers must be notified directly and promptly to the school office.
- Any concerns about bus travel should be raised by parents and caregivers with the school in the first instance. The school will contact the bus company where required.

2.6 BUS BREAKDOWNS

- In the case of the bus breaking down, the supervisor/driver will phone the bus company first to report the emergency. The supervisor/driver will then phone the school and all parents or caregivers concerned.
- If a wheelchair bus breaks down, parents will be notified of a later pick-up time when an appropriate wheelchair bus is available.

2.7 SAFETY DURING TRAVEL

- Miscellaneous items cannot be transported if they pose a problem in terms of safety e.g. extra bags etc for camps.
- All bags and additional equipment must be secured for transit.
- Eating and drinking on the bus is not permitted at any time except under special circumstances approved by the school and bus staff. In hot weather water is permitted.
- Students are to remain seated and have their seat belts on at all times.
- Seat belts are to be supplied by the bus company. Any other form of restraint or seating would need to be approved by the bus company and school.
- Wheelchairs must be anchored securely and students must be wearing their seat belts and approved harnesses. All trays must be removed for travel.

The Bus Transport Company for Hamlyn Views School is: Reilly's Buslines

The school Bus Transport Co-ordinator is: Suzanne Armstrong

4. REFERENCES

Students with Disabilities Transport Program Policies and Procedures 2016

<http://www.education.vic.gov.au/Documents/school/principals/management/sdtpolicyandprocedures2016.pdf>

5. EVALUATION

This policy will be reviewed as part of the school's four yearly review cycle.

**This Policy was ratified by the School Council in February, 2018
Date for next review: 2022**