



Hamlyn Views School

# Bus Management Process & Procedures

## Bus Parking

- Buses should ensure that they are travelling at a safe speed when entering the school.
- All buses must be turned off when the bus gate is closed and while students are boarding and exiting the vehicle.
- All bus doors must remain closed in the bus bay when the bus gate is open.
- Bus drivers should avoid reversing in the school bus bay where possible. If necessary, the chaperone will direct the bus from behind wearing a hi-vis vest.

## Staff in the Bus Bay

- All Hamlyn Views School staff in the bus bay must be wearing a hi-vis vest at all times.
- Staff are required to be on morning duty from 8:55AM and afternoon duty from 2:55PM.
- The following areas of the bus bay must be manned at all times by a members of the HVS staff:

### **Morning Drop Off**

- X2 staff members per bus to mark students off the EMSD and one staff member to escort students off the bus to the bus bay
- X1 staff member at the bus bay gate entrance
- X1 staff member at the bus bay school gate
- All other available staff are to supervise in the Middle Years Playground

### **Afternoon Pick Up**

- X2 staff members per bus to mark students on the EMSD and one staff member to escort students to the bus from the bus bay
- X1 staff member at the bus bay gate entrance
- X1 staff member at the bus bay school gate
- All other available staff are to supervise in the bus bay/Middle Years Playground

## Morning: Picking Up and Unloading Students

- Students are asked to be ready at their designated bus stop 5 minutes before the scheduled pick up time.
- If the bus has arrived on time, waited three minutes and had no communication from the parent or guardian, the bus will then move on to the next pick up point.
- If a student will not be attending school, parents/carers are to contact the bus driver's mobile phone as soon as possible and then contact the school.
- Once the bus has arrived at school, the unloading process may not commence prior to 9AM.
- If only one bus has arrived and staff are ready to commence unloading, the gate may be closed. All playground gates must also be locked.

- After 9AM, any additional buses will need to wait outside the closed bus gate with the doors remained closed.
- Students are not to get off the bus unless directed to do so by a member of the Hamlyn Views staff.
- All buses may be unloaded at the same time as long as two members of Hamlyn Views staff are present at each bus. If there are not enough Hamlyn Views staff available, buses may be unloaded one at a time, starting with buses parked farthest away.
- One member of Hamlyn Views staff will mark the students as arrived using the bus's EMSD, whilst the other escorts students from the bus to the bus bay.
- The bus chaperone will remain on board the bus assisting students out of their seats. The bus driver will remain off the bus and assist with unloading wheelchairs only.
- Once at the bus bay, COVID hand sanitising and temperature checks will commence, then students will wait in the Middle Years playground until all the buses have been unloaded.
- Independent travellers will unload first, followed by all other mobile students.
- Students in wheelchairs to be unloaded only after all other students have exited the bus bay and the internal gate is closed.
- When unloading wheelchair students the bus doors must be closed.
- Once all students are unloaded, the staff member responsible for the bus EMSD must 'walk the bus' to ensure no students or bags have been left behind.
- After all students have exited the bus bay, the bus bay gate must be locked before the external gate can be opened.
- Buses may then depart from Hamlyn Views School.
- Bus staff are not to relay messages from parents and are encouraged to ask parents to contact the school for any changes to travel or other queries.
- Any incidents that occur en route to school must be formally submitted to the bus companies via their internal procedure or via the incident book provided to the bus staff by Hamlyn Views School.

### **Afternoon: Loading and Dropping Off Students**

- Buses are expected to arrive at Hamlyn Views School by 2:45PM.
- The loading process may not commence until the external gate is closed.
- Students in wheelchairs will access their bus prior to other students. Teachers and ES staff are to bring students in wheelchairs down to the bus bay from 2:50PM.
- Students in wheelchairs must be loaded onto the bus first. While they are being loaded, no other students may be in the bus bay.
- Any student with Individual Travel Plans that requires them to be on the bus prior to all other students (including wheelchair students) may do so under strict supervision of a member of the Hamlyn Views staff.
- Students are not to enter the bus bay unless directed to do so by a member of the Hamlyn Views staff.
- All buses may be loaded at the same time as long as two members of Hamlyn Views staff are present at each bus. If there are not enough Hamlyn Views staff available, buses may be loaded one at a time, starting with buses parked farthest away.
- One member of Hamlyn Views staff will mark the students as boarded using the bus's EMSD, whilst the other escorts students from the bus bay to the bus.
- The bus chaperone will remain on board the bus assisting students in their seats and with any buckles and harnesses. The bus driver will remain off the bus and assist with loading wheelchairs only.
- After wheelchairs have been safely loaded and the bus door is closed, independent travellers and all other mobile students can begin to access the bus.
- Where necessary, additional staff will board the bus to assist the bus chaperone with students that may need help settling or accessing their seats.

- Once all the buses have been loaded and the bus doors are closed, the external bus gate may be opened and the bus can commence drop off.
- If there is no parent/carer to meet the student 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 parent/carers and then continue on with the normal run. Parents/carers can contact the bus and arrange to meet en route to collect students, otherwise the student will be returned to school.
- The bus chaperone must inform their management in regards to any incidents/occurrences that happen during the course of the bus run. The bus management will contact the school.
- Any incidents that occur en route to drop off points must be formally submitted to the bus companies via their internal procedure or via the incident book provided to the bus staff by Hamlyn Views School.

### **Wheelchair Loading & Unloading**

- To enhance safety and accessibility, mobility aids need to address basic specifications as required by *Disability Standards for Accessible Public Transport 2002*.
- Chairs must be approved for travel by an Occupational Therapist.
- Bus staff must be trained in the correct procedures for securing wheelchairs appropriately.
- An occupied wheelchair must be placed in a designated space on the bus with brakes on. It must not be placed in an aisle or in any other location that interferes with the entry or exit of travellers. Wheelchair brakes should be on.
- The restraint device or strap in the bus provided for securing occupied wheelchairs must be used. It is crucial that wheelchairs are fastened to the floor of the bus and that the students fastened in the wheelchair.
- Students in wheelchairs should be loaded/unloaded facing away from the bus, unless individual plans are in place.