



Hamlyn Views School

# Student Bus Transport Code of Conduct

## 1. PURPOSE

Hamlyn Views School students have the privilege of travelling to and from school on DET contracted buses that are provided free of charge to students. To ensure a safe and happy journey it is important that students at all times are polite, show good manners, and follow the bus behavior expectations.

## 2. SCOPE

This policy applies to all students at Hamlyn Views School.

## 3. POLICY

### 4.1 Student Behavioral Expectations

- Stay in the seat allocated to them by the chaperone. The chaperone has the right to move a child to another seat if a safety issue arising as a result of behaviours of concern on the bus.
- Keep hands and feet to themselves.
- Be encouraged to talk quietly to the person next to them.
- Refrain from eating or drinking on the bus, unless approved in their Individual Travel Plan. Water is acceptable in hot weather.
- Use polite and courteous language: swearing and teasing will not be tolerated.
- Personal mobile phones and other devices may not be used on the bus and are to be kept inside student bags at all times, unless approved in their Individual Travel Plan.

### 4.2 Management of Unacceptable Behavior

- The bus operator and Hamlyn Views School will keep in regular contact to ensure that communication on bus issues is of the highest level.
- Unacceptable behaviour will be reported by bus staff to the school, calling en route if necessary. A written report will also be submitted to the school and documented.
- The named student will be spoken to and appropriate action taken. This may include:
  - Taking the student back home (if in the morning)
  - The bus stopped and parents/carers/guardians asked to meet the bus
  - Student returned to school and parents/carers/guardians called to collect them
  - Loss of privilege to travel by bus.
- Where there is an incident prior to or during loading, the student remains at school to be picked up by parents/carers/guardians.
- Consequence imposed by school will be relevant to the individual student and incident.
- Parents/carers/guardians will be asked to collaborate with school and bus staff to ensure that inappropriate bus behaviour is eradicated.
- If behaviours of concern on the bus continues, an official warning will be given to the student's family indicating that the student is at risk of being suspended from the bus for a time.

- If behaviours of concern continues, the student may be suspended from bus travel for two days, or at the discretion of the Principal.
- If a student is suspended for three lots of two days in a calendar year, the school and bus company may refuse to carry the child for the rest of the year. Before a permanent expulsion from the bus, every opportunity will be given to families to meet with the bus operator and school.
- Hamlyn Views School, with responsibility, for Student Travel, will ensure appropriate records are kept and facilitate communication between all parties. Open communication and a shared commitment between the school, bus operator and parents/carers/guardians will ensure that every effort is made to address issues before a student is removed from the transport student.
- If behaviours pose a serious risk to the student, other students or bus staff, a meeting will be called involving Hamlyn Views School staff and parents/carers/guardians. The bus operator will be informed of the meeting and given the opportunity to send a representative.
- A conveyance allowance may be available for parents/carers/guardians of students permanently removed from bus services.

#### **4. MORE INFORMATION AND RESOURCES**

- **Hamlyn Views School Policy and Resources**
  - Bus Management Policy
  - Emergency Management Plan
  - Student Engagement and Inclusion Policy
  - Mobile Phone - Student Use Policy
- **Department of Education and Training Policy and Resources**
  - Students with Disabilities Transport Program Policies and Procedures 2016 - <https://bit.ly/2O5Z5xd>
  - Conveyance Allowance - <https://bit.ly/32DyUTD>

#### **5. REVIEW CYCLE AND EVALUATION**

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

**This policy was reviewed and updated in December 2020**  
**Date for next review: Term 3 2021**