



Hamlyn Views School

Bus Management Policy



Help for non-English Speakers

If you need help to understand the information in this policy, please contact Hamlyn Views School on (03)52155700

1. PURPOSE

The purpose of this policy is to outline the specific roles and responsibilities for parents/carers, schools and bus operators in the provision and management of the Students with Disabilities Transport Program (SDTP).

This document aims to promote, enhance and ultimately ensure the safety of Hamlyn Views School students whilst they are transported to and from school each day and to ensure the safety and efficiency of an effective bus service.

2. SCOPE

This policy applies to:

1. The Principal or their nominee and the Bus Transport Coordinator
2. The bus operator provided by the Student Transport Unit and their employees
3. All students and parents/guardians of students at Hamlyn Views School

3. DEFINITIONS

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| DE | <i>The Department of Education</i> |
| DTA | <i>Designated Travel Area</i> |
| ESD | <i>Electronic Scanning Devices</i> |
| ESMD | <i>Electronic Student Manifest Devices</i> |
| ESMS | <i>Electronic Student Manifest Services</i> |
| MOU | <i>Memorandum of Understanding</i> |
| SDTP | <i>Students with Disabilities Transport Program</i> |
| STU | <i>Student Transport Unit</i> |

4. IMPLEMENTATION

4.1 Department of Education & Early Childhood Development Guidelines

- This policy is in line with the SDTP.

HVS has zero tolerance for any form of child abuse

- Hamlyn Views School students are transported to and from school by buses which are part of services contracted and managed by the DE.
- Hamlyn Views School has a MOU with each bus operator providing SDTP services to the school.
- Hamlyn Views School is responsible for assessing all SDTP Applications for Transport Assistance and ensuring that students met the criteria determining eligibility for travel outlined in SDTP.
- The DE has determined a DTA for students attending this school. Students living within this area may be provided with cost free transport.
- Students who live within their schools DTA but are unable to access the free bus service may be eligible for the conveyance allowance to help with the costs of student travel to and from school.
- Transport may be provided for students who attend less than three days if permission from Student Transport is sought and accepted.
- Special Case Applications can be submitted for parents/guardians wanting to appeal a transport decision.

4.2 Hamlyn Views School Bus Procedures

Safe Travel

- All students must be assessed and deemed fit to travel by the school principal.
- Students must be supervised at all times.
- Students and bus staff are to always remain seated with their seat belts on during transit.
- Individual students may be required to have child safety restraints to support their safe travel to and from school. Restraints may include special seats, safety buckles guards and special needs harnesses recommended by the Occupational Therapist, who will follow the therapeutic procedures. All forms of restraint or seating need to be approved by the parents, bus operator and school.
- Wheelchairs must be anchored securely, and students must be wearing their seat belts and approved harnesses.
- Miscellaneous items cannot be transported if they pose a problem in terms of safety e.g. extra bags for camps or respite.
- All bags and additional equipment must be secured for transit.
- Eating and drinking on the bus is not permitted at any time, unless otherwise stated in a student's Individual Travel Plan. In hot weather water is permitted.

Hamlyn Views School bus procedures are outlined in Hamlyn Views School *Bus Management Process & Procedures*.

4.3 Role and Responsibilities

Hamlyn Views School Role and Responsibilities

Hamlyn Views School adheres to the roles and responsibilities outlined in the SDTP *Policies and Guidance's*.

The key roles and responsibilities of Hamlyn Views School are to:

- Ensure the HVS Transport Coordinator completes the SDTP learning modules available from the Department's Learning Management System.
- Provide any necessary training to bus operators and their staff.
- Manage the day-to-day coordination of the Department-provided SDTP services.
- Coordinate, assess and file all appropriate travel forms, applications and documentation.
- Ensure all students receiving transport assistance have an Individual Travel Plan in place.
- Manage student behaviour, including providing bus staff with appropriate training and Individual Travel Plans and informing parents and students of conditions of travel and expected behaviour.

- Prepare students for travel at the end of the school day.
- Assess, mitigate, treat and monitor risks that may be associated with bus travel.
- Utilise the ESMS, ESMD and ESD fitted on all SDTP bus services.
- Ensure all information relating to route and passenger details, route maps, timetables and emergency management procedures are collated and updated regularly and entered into CASES21.
- Abide by the conditions of engagement, expectations and communication between bus operator and the school as outlined in the MOU.
- Communicate with the STU of any operational issues that may affect students or the provision of a transport service.
- Communicate with bus operators to ensure the transport arrangements meet the needs and safety of the students.
- Communicate with parents/guardians to ensure they are fully informed of their travel options available at the time of enrolment and keep them informed about transport assistance arrangements, school bus safety education and the obligations of parents/carers/guardians.

Bus Operator Role and Responsibilities

The bus operator, driver and supervisor roles and responsibilities are clearly outlined in *the SDTP Policies and Guidance's*.

The key roles and responsibilities of the bus operator are to:

- Ensure drivers are licenced in line with VIC Roads requirements and all bus staff hold a current Working with Children check.
- Have a zero alcohol and drug policy for drivers and supervisors while engaged in delivery of a service.
- Provide the school and STU with details of the bus, driver and supervisor on a service at the start of each year. Immediately notify the school of any changes.
- Advise school if any risk arises during the delivery of a service or at a bus stop and document and communicate any safety issues to the school as they arise.
- Ensure bus is fitted with an ESMS and ESMD.
- Report to the principal, or their nominee, any instances of student behaviour, loading or unloading issues, detours or delays and any other issues or accidents that may have a direct, indirect or incidental relationship to a SDTP school bus service.
- Only transport passengers approved by the principal and STU.
- Operate the contracted vehicle over the approved route in accordance with the MOU.
- Discuss travel needs, routes and arrangements with the school and work with the school to respond to any daily transport issues as they arise.
- Be contactable if parents/guardians need to advise their child will not need to be picked-up.
- Ensure the driver and supervisor have a thorough and detailed knowledge of the service and timetable.
- Ensure the driver and supervisor are aware of the agreed risk management procedures if a student's parents/guardians are not waiting at the designated drop-off point and the student does not have an agreed individual travel plan allowing the student to travel home independently from the drop off point.
- Use information provided by the school to maintain accurate records for each student, including their travel schedule and designated pick-up point and ensure the driver and supervisor have up-to-date information about which students must be met by parents/guardians at drop-off points and which students may travel home independently in accordance with the agreed Individual Travel Plan.
- Report any injury to any person in transit to the principal, or their nominee.

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- Make every attempt to notify the principal, or their nominee, of any change to the approved service (route and timetable) due to emergency.
- Bus operators and drivers have no authority to determine a student's eligibility to travel and cannot refuse to pick-up any approved passengers.
- A bus route may not be varied, except in an emergency, without the approval of the STU.

Parent/Guardian Role and Responsibilities

The key roles and responsibilities of parent/guardians are to:

- Discuss their child's travel needs and requirements with the school.
- Prepare their child for travel, considering toileting, hydration and medical needs.
- Work cooperatively with schools and the bus operator regarding day-to-day travel issues and be available to offer support when any issues arise.
- Immediately notify the school of any changes to change of address or change in their child's condition that might affect the safety of their child or other passengers.
- Assist the supervisor as required to get their child on and off the school bus.
- Ensure their child is at the pick-up point at least five minutes prior to the departure time.
- Ensure they are waiting for their child at the drop-off point at least five minutes prior to the arrival time unless the student's travel plan confirms the student may travel home independently from the drop-off point.
- Ensure the school has their current contact numbers in the event of emergency
- Report any incidents regarding travel that are a cause for concern to the school. If an issue is significant or of ongoing concern it may be addressed in writing to the STU.
- Parents/guardians must communicate directly with the school and not bus operators, except in the event of absence of their child from the morning bus run or in the event of an emergency.

4.4 Student Behaviour

Student behaviour expectations are clearly outlined in the Hamlyn Views School *Student Bus Transport Code of Conduct*.

4.4 Emergency Procedure

The bus emergency procedure is clearly outlined in the Hamlyn Views School *Bus Emergency Management Plan*.

5. REFERENCES AND RESOURCES

- **Hamlyn Views School Policy and Resources**

- Bus Management Processes
- Student Bus Transport Code of Conduct
- Bus Emergency Management Plan
- Bus Emergency Checklist

- **Department of Education and Training Policy and Resources**

- All relevant policy and procedure can be found in the DE Policy and Advisory Library: <https://www2.education.vic.gov.au/pal>
- Students with Disabilities Transport Program (SDTP) - <https://bit.ly/32DZ60A>
- Special Developmental School DTAs - <https://bit.ly/2CDOMuT>

- **Legislation**

- All relevant legislation can be found in the DE Policy and Advisory Library: <https://bit.ly/3kGP4o8>

6. POLICY REVIEW AND APPROVAL

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| Created/Updated On | 13 September, 2024 |
| Consultation | Not Required |
| Endorsed By | Julie Brown – Acting Principal |
| Endorsed On | 8/10/2024 |
| Next scheduled review date MM/YYYY | 10/2026 |