**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.

**Aims:**

1. 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.
2. To ensure bussing issues are dealt with effectively and efficiently.

**Implementation:**

1. Students attending government schools are eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.
2. Students attending government schools are also eligible for a Conveyance Allowance so long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.

* A student may access travel to a school other than the nearest school upon payment of a fare. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis. \*Lodge an application to the School – It is then sent to Region for approval - \*fee is set by the department.

1. Our school has the responsibility for the coordination of school buses, including coordination of student travellers, payment of fares, and coordination of discipline procedures etc.
2. Our school will designate a staff member as the bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the bus coordinator.
3. Consequences for misbehaviour will be consistent with the Student Engagement Policy, and may lead to suspension from using the bus service. Parents will be notified if conduct is of a more serious nature.
4. The bus coordinator will supervise the departure of buses from the school at the conclusion of each school day, including marking each child against an attendance roll.
5. Buses will not depart until given permission to do so by the bus coordinator.
6. Close liaison between all school coordinators and the bus companies must be maintained. Bus drivers will notify school if a problem is worthy of complaint.
7. All variations to everyday bus travel (eg. Change of stop) must be recorded in the bus folder. Notifications of change must be made by a parent or guardian, in writing or verbally.
8. Occasional travellers need to have written permission or by contacting the school and the appropriate form completed to travel on the bus. Occasional travel forms can be requested from the office and must be placed in the corresponding bus folder for the bus driver to see.

**BUS SAFETY REQUIREMENTS - South Eastern Victoria Region**

**CONDITIONS OF BUS TRAVEL**

1. All students must:

* Obey instructions from the driver or bus captain.
* Wait at bus stops in an orderly fashion and not approach the bus until it has stopped.
* Be punctual at the pick up (morning and night).
* Enter and leave a bus in an orderly manner.
* Not move around the bus in transit but remain seated at all times.
* Remain well clear when bus is parking or leaving.
* Do not attempt to enter a moving bus.
* Keep all parts of body and other objects inside bus at all times.
* Remain seated until bus is parked.
* Follow all directions given by bus driver.

2. No part of any passenger or object in their possession is to protrude out of windows or doors.

3. Boisterous conduct including the use of bad language or any action which may cause distress to other students or distract the driver will not be tolerated.

1. Students must converse quietly and not call out to passing traffic or fellow students.
2. Storage of bags will be in accordance with advice from the driver.
3. Students have access to their allocated bus only. Changes may be made if requested in writing.
4. Students travelling to school by bus who intend not using the bus for the return trip should out of courtesy inform the driver.
5. After alighting from the bus, the student must remain on the side of the road and should only cross the road when it is safe to do so.
6. All students must treat others with courtesy and consideration.
7. No food or drink is to be consumed on school buses. Smoking is not permitted on school buses.
8. School bus travel is a privilege and not a right and consequences will apply for breach of these conditions.

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle, or whenever a significant change in bus operations occur, or after every significant bus related incident.

**Ratified at School Council** Date: September 2022