To be distributed to all families in week 0 on a yearly basis

**Operational code for Keith Area School buses.**

**Appropriate Behaviours:**
The ‘responsible behaviours code’ that exists at school is also relevant to student behaviour on the bus. People on the bus should respect others’ rights, opinions and property by:

1. Not damaging the bus in any way.
2. Using appropriate manners and language at all times.
3. Respecting other people’s feelings and not using ‘put downs’.
4. Accepting responsibility for your own actions.

**Consequences for unacceptable behaviour:**

1. Warning
2. Shifting seats
3. See Bus Coordinator or Principal
4. Formal warning to the student, including notification to parents.
5. Removal from the bus for a period of from between 1 and 5 days.

**General Operation Procedures:**

- Students need to be at the pick-up point on time. Parents should contact bus driver where possible if students are absent and bus does not need to wait for students.

- When waiting for the bus, students should keep well back from the roadside.

- Drivers will ensure that all passengers are seated before bus is in motion.

- All passengers are to remain in their seats while bus is in motion. Seatbelts are to be worn where fitted.

- Bags should be kept under the seat and not in the passageway.

- Bikes are not permissible. Other materials such as swags/sleeping bags need to be pre-arranged with the Bus Co-ordinator.

- Articles must not be thrown inside or from the bus.

- All rubbish must be properly disposed of.

- Eating on the bus is not permitted at any time.

- **When alighting, passengers must always go to the rear** of the bus to cross the road.

- The driver is the person responsible for the safety of all passengers. Therefore directions given by the driver need to be followed.

- While parents assume responsibility for students once they have left the bus, there may be circumstances where the driver has a legitimate concern for the safety of students. This may mean that students are kept on the bus to the next stop.

- For the protection of all parties concerned, there must be a note from parents/caregivers and the principal/representative and handed to the bus driver for any variation to allocated pick up and put down points, or to request any extra passengers to travel on any bus. Notes are required if students are requesting to go down the street for after being dropped off in the morning. These need to be presented to the yard duty teacher on duty at the front of the school.

**Management Plan:** There will be times when parents aren’t at the bus stop to meet their children. Parents of students under 10 (and over 10 also if this is your preference) need to have a ‘Management Plan’ in place, so that the driver knows where to drop your child off if these circumstances arise. The fall-back position is that drivers have been instructed to return your child to school.

- Please direct any concerns regarding bus travel to Bus Coordinator, Principal or member of the Bus Committee.

**This policy has been approved by the Keith Area School Governing Council.**