



Doctrina Vitae

Bacchus Marsh
Grammar

POLICY

School Bus Travel Code of Conduct

Approved: 17/11/2017



1 Statement of Context and Purpose

The purpose of this code is to ensure safe and comfortable travel for all.

This Student Bus Travel Code of Conduct sets clear standards of behaviour which are expected of all students who travel to and/or from school on a school provided bus.

This Code specifies the consequences for all students who do not comply with these standards of behaviour.

2 Standards of Behaviour

2.1 At all times while travelling by school bus, students must abide by the following rules and conduct requirements. All students must;

- 2.1.1 Behave in a safe, responsible and respectful manner – ensuring that behaviours and noise levels are not uncomfortable to other passengers;
- 2.1.2 At all times remain properly seated while bus is in motion;
- 2.1.3 Not take photos of other students, drivers or aspects of the bus during operation;
- 2.1.4 Not eat food (including chewing gum) or consume drinks (other than water) on the bus;
- 2.1.5 Not sit on armrests, kneel or place feet on the seats;
- 2.1.6 Not draw on, damage or deface any article in or on the bus;
- 2.1.7 Not use offensive or indecent language;
- 2.1.8 Not throw any article in or from the bus;
- 2.1.9 Not spit or fight;
- 2.1.10 Not distract the driver while the bus is in motion, unless there is a serious reason to do so such as requesting a stop or an emergency situation;
- 2.1.11 Not make inappropriate and/or rude gestures to pedestrians and/or the general public;
- 2.1.12 Not yell at or out to pedestrians and/or the general public;
- 2.1.13 Not behave whilst waiting for a bus in a way that brings discredit to the school;
- 2.1.14 All students must travel on the bus service to which they have been allocated;
- 2.1.15 Behave in a way that respects the rights of residents who are in the vicinity of school bus stops; and
- 2.1.16 Wear seat belts where fitted at all times.

Note: - *These requirements are mandatory for the safety and comfort of all students while travelling to and from school.*

3 Reporting of Incidents

The initial response to any incidents involving misbehaviour is for the incident/s to be reported to the School. Upon prompt investigation of the incident, students will receive appropriate disciplinary action and parents notified.

4 Behaviour Management Steps

4.1 Non-compliance with any of the standards of behaviour listed in clause 2 will result in the following:

1. **First offence** – verbal warning to student;
2. **Second offence** – written warning to parent/guardian;
3. **Third offence** – one week suspension of student from school bus travel; and
4. **Fourth offence** – the student will not be allowed to travel on the school bus for the remainder of the year.

4.1.1 If the incident or incidents are deemed by the Principal to be of a more serious nature, withdrawal of travel rights will occur immediately.

4.1.2 Normal School sanctions, i.e. detentions, suspension, etc., will also apply to any/all bus incidents

5 Safety Tips for Bus Travel

5.1 Children should learn to:

- Stand a safe distance back from the curb when waiting for a bus.
- When waiting for the bus it is important not to push or crowd forward as the vehicle comes to a stop, as people may trip or be pushed in front of or into the approaching vehicle.
- Move towards the bus only when it has stopped and the doors have opened.
- Stay in the same seat with bags under their seat when on the bus.
- Follow the instructions of the driver.
- Sit quietly on the bus and not distract the bus driver.
- Sit quietly and not engage in behaviour that will disturb and attract the attention of other passengers.
- Not harass other passengers.
- Keep all body parts inside the bus.
- Only move from the seat when the bus has stopped.
- Once off the bus, if students need to cross the road, wait for the bus to leave and only cross when it is safe.

5.2 Parents should:

- Drop off or wait for their child on the same side of the road as the bus stop.
- Park away from the designated bus stop area.
- Contact Mr. Richardson or Mrs. O'Day if their child has complained about the behaviour of other students or if they have a query about their child's behaviour.

Parents are also requested to pay particular attention to where they park and issues of safety when dropping off and collecting children. Parents are also asked to be mindful that many bus stops are in residential areas and they have a responsibility to be mindful of the amenity of residences close to bus stops.

Is it not appropriate for parents to confront students or parents regarding issues or concerns. All issues of such nature should be reported to the relevant Deputy Principal.



6 Authorisation

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Administrator	Compliance Officer	
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