**Toolamba Primary School**

**Toolamba Primary School Student Bus Code of Conduct 2025**

**Rights and Responsibilities**

We believe that all children have a right to travel safely and comfortably on our school bus. To achieve this right, all children have a responsibility to behave in an appropriate way to allow this to occur.

**Student Expectations for Bus Travel:**

· Wait for the bus appropriately, and quietly get on and off when the bus has stopped.

· Stay in your seat, with your seatbelt on throughout bus travel.

· Keep your hands and feet to yourself and loose items (e.g. food, drinks, phone and any other technology) in your bag.

·  Use appropriate noise level by speaking quietly to students around you.

· Listen to the bus driver and bus captain.

· Let the bus captain, bus driver or bus co-ordinator know if someone is not following these expectations.

**Different Stops**

We understand that students may be required to hop off the bus at different stops from time to time. In this instance, it is necessary for the parents to write a note or email to their child’s classroom teacher or the bus co-ordinator. This note will then be passed to the bus driver.

**Parent Pickup and Dropoff**

Parents, please wait on the same side of the road that their children will leave the bus.

**Consequences**

If somebody has not followed the bus expectations, then the below process will be used.

|  |  |
| --- | --- |
| **Classification** | **Consequence** |
| **First Incident** | Verbal reminder of bus expectations from the bus co-ordinator. |
| **Second Incident** | Consequence during play time. Bus co-ordinator will send a XUNO message or phone call home to families about the behaviour. |
| **Third Incident** | Two days suspension from bus travel. Bus co-ordinator will phone home to families. Student will also have a consequence in their own time. |
| **Fourth Incident** | Suspension from bus travel for the remainder of the term, year or appropriate time determined by the principal. |
| **Physical and/or Verbal Aggression on the bus** | In the instance where a student has been physical or shown verbal aggression towards another student or bus driver, then this will be referred directly to the principal and the student will be removed from the bus for an appropriate length of time. |

Please sign and return to the bus co-ordinator the attached form as soon as possible.

Regards

Mason Argus

[Mason.Argus@education.vic.gov.au](mailto:Mason.Argus@education.vic.gov.au)

**Family Acknowledge of the Bus Code of Conduct**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian) have discussed the content and importance of the Bus Code of Conduct with my Child/Children.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Child’s Name)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Child’s Signature or Name Written by Child)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_