



St Joseph's

Catholic Primary School Bulli

Bus Policy and Student Code of Conduct

The St Joseph's Policy and Code of Conduct is to ensure that:

- processes and expectations are in place for the safety and comfort of students, other passengers and drivers when travelling by bus or coach, including travel to and from school, school excursions, and extracurricular activities arranged by the school.

Policy

In the morning, afternoon and for excursions, school buses stop at the Park Road bus zone, speed limited to a 40km zone. At the end of the school day students are led by a grade classroom teacher to the school hall. Students walk into the hall quietly and sit in designated bus lines and wait for their bus. Teaching staff supervise students in the hall and as they board the buses in the bus zone and ensure students are seated. Students are regularly reminded of the school rules and expectations for bus behaviour and safety.

Students will:

- Behave respectfully, responsibly and safely in accordance with the Code of Conduct set out in this policy.
- Follow reasonable instructions from the driver (e.g. to wear a seat belt properly adjusted and fastened, where one is available; where to sit or to remain in the bus when the driver is awaiting assistance).
- Report any unsafe or inappropriate behaviour to the driver/the school.

Students may have the following expectations of the bus driver and operator:

- Safe travel
- Be treated with courtesy and respect
- Travel free from verbal and physical abuse or any form of bullying, intimidation and harassment.

The school will:

- Ensure students wait for and board buses safely.
- Include bus travel risks in Excursion Risk Management Plans.
- Regularly remind students of the bus code of conduct.
- Provide opportunity for students to report irresponsible, disrespectful or unsafe behaviour
- Follow-up on all reports.

Code of Conduct for School Students on Buses

The following Code of Conduct sets out acceptable standards of behaviour for students travelling on school buses and regular route buses. Students are expected to follow these expectations for the safety and comfort of all passengers, including themselves. If the expectations are not followed, it may lead to the withdrawal of travel passes for subsidised travel, banning students from travelling on buses, and even police prosecution and court action.

Waiting to board the bus:

- wait for the bus in a quiet and orderly manner
- follow the directions of teachers or school staff
- stand away from the roadside until the bus comes to a complete stop
- allow other passengers to leave the bus before stepping onto the bus in a single line.

Using Opal Cards:

- show Opal Card travel passes or tickets to the driver on boarding and to Authorised Revenue Protection Officers, NSW Police Officers or bus company representative when requested
- use the Opal Card travel pass only for its intended purpose - do not lend your pass to other students or borrow a pass from them
- always tap on when boarding and tap off when leaving the bus.

Travelling on the bus:

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

- Being respectful by:
 - using kind and appropriate words
 - using non-offensive or non-racist language
 - offering seats to adults including people with a disability, elderly or expectant mothers
 - keeping feet off the seats
 - saving seats for students from other schools
 - obeying reasonable directions from the driver (e.g. where to sit or to remain in the bus).

- Being safe by:
 - remaining in the seat - do not move around the bus or change seats
 - remaining behind the front passenger seat and keeping a secure hand hold at all times if standing
 - keeping bags and other items clear of the aisle
 - wearing the seat belt properly adjusted and fastened, if one is available
 - keeping hands and feet to self
 - taking care not to push or shove other people
 - sitting on the seat and facing the front of the bus
 - keeping body parts and objects inside the bus
 - using a low speaking voice
 - helping the driver to concentrate on driving by not distracting him/her
 - attracting the attention of the driver only in emergencies
 - waiting until the bus stops before moving to get off the bus at the designated stop
 - only get off the bus at the designated bus stop unless otherwise instructed by the parents or carers
 - crossing the road where and when it's safe to do so
 - wait for the bus to depart before safely crossing the road
 - use pedestrian crossings and traffic lights where available.

- Being responsible by:
 - keeping the bus clean
 - keeping food and drinks inside school bags (other than water) - unless for medical reasons or the bus operator gives written permission
 - not playing music on the bus
 - keeping iPads and digital devices inside of school bags
 - ensuring that buses are not vandalised - report any damage, e.g. graffiti and window etching, to the driver
 - not interfering with bus property, equipment and signage
 - not leaving rubbish on the bus, or at bus stops or interchanges.

Consequences for breach of the Code of Conduct:

- Depending on the degree of misbehaviour, students may have their pass suspended or may be refused travel on the bus for a period of time determined by the bus operator in accordance with these Guidelines
- Heavier penalties may apply to students involved in criminal, dangerous or group misbehaviour

- School Principals have the right to take additional disciplinary action against a student under the school's policies related to student behaviour for any breach of the Code of Conduct
- NSW Police may take action against students in the case of suspected criminal behavior.

If a student is refused travel:

- The operator must first notify the child's parents/guardians, the school Principal and TfNSW of the decision in writing (including by email) and verbally before a travel ban takes place
- Where a travel pass has been suspended, the bus operator will decide and advise parents/guardians of the arrangement to reclaim the travel pass at the end of the suspension period
- If parents/guardians have questions about any decisions made by bus operators regarding student misbehaviour, they should take the matter up with the bus operator in the first instance
- Parents/guardians may ask a bus operator to review a decision if a change in the child's behaviour can be demonstrated during the suspension period and parents/guardians remain dissatisfied with the operator's decision, they may contact the nearest office of TfNSW (listed at the end of these Guidelines).
- If students are refused travel, parents/guardians must make alternate travel arrangements and meet any associated travel costs of that transport. They will not be eligible for the TfNSW Private Vehicle Conveyance Scheme under these circumstances.

Policy

Basis of Discretion

The Principal has the right of discretion to make provision for departure from the policy in the event of unforeseen or exceptional circumstances.

Date of Implementation

September 2019

Evaluation and Review

September 2021