



## **WALFORD BUS SERVICE – RESPONSIBILITIES AND EXPECTATIONS**

In order for the School to operate a safe and effective bus service there are specific responsibilities and behavioural expectations required of travelling students and their families.

The School reserves the right to suspend or terminate use of the bus service for passengers who do not adhere to these procedures.

### **Student Responsibilities / Code of Conduct**

- Always wear seatbelts correctly if they are fitted in the bus (please refer to the Seat Belt policy below)
- Always remain seated while travelling on the bus.
- Do not change seats during the trip.
- Keep feet off bus seats.
- Store school bags and other items under the bus seat and refrain from obstructing the aisle.
- Show consideration and respect to the driver and to other passengers.
- Swearing, shouting or abusive language will not be tolerated. Noise should be kept to a minimum.
- After alighting from the bus, stand well back until the bus has moved away.
- Wherever possible use pedestrian crossings.
- Do not attempt to cross any road until the road is clear in both directions.
- Board and alight buses in an orderly manner.
- Be punctual for all bus pickups including the afternoon pick up from school. It is recommended passengers arrive at the bus stop 5 minutes before departure time.
- Never run alongside the bus or to attempt to touch the bus while it is moving.
- No student will be allowed to leave the bus other than at her designated drop off point (unless prior agreement has been made with the school and the bus driver notified).
- Aisles must be kept as clear as possible at all times.
- Do not stand in the aisle.
- Observe all instructions on bus related safety given by the bus driver.
- If a student does not respond to reasonable requests from the bus driver the driver will record the passenger's name, and details of the inappropriate behaviour will be forwarded to the School. Further use of the bus service may be suspended or terminated.

- If the need to evacuate the bus arises, all personal items are to be left on the bus.
- No parts of the passenger, nor any objects, are to protrude from doors or windows.
- Do not to interact with people outside the bus.
- Do not throw objects in or out of the bus.
- Remove own rubbish from the bus or place in bus rubbish bin.
- With the exception of water, eating or drinking is not permitted on the bus.

#### Parents/Guardians Responsibilities

1. Register your daughter/s for travel on the Walford bus service.  
Please note, while every effort will be made to accommodate as many students as possible, the bus service capacity is limited and places are not guaranteed.
2. Ensure that your daughter/s is aware of passenger responsibilities/code of conduct and is instructed to abide by these requirements.
3. Adjustments to scheduled travel must be arranged with the School and communicated in a timely manner. The School will pass this information on to the bus driver. Please call the Administration Office on 8373 0780 with any queries in relation to bus routes.
4. In cases of emergency, parents/guardians must contact the School on phone: 8272 6555
5. If the School is aware that a particular bus will be running significantly behind schedule an SMS alert will be sent to the parents/ guardians of all passengers.

#### **Walford Seat Belt Protocol**

It is a legal requirement for passengers to use seat belts when these are fitted on a bus.

Unlike car drivers, bus drivers are not accountable if passengers, including school students, fail to use the seat belts provided. Rather, the obligation of bus operators and drivers is to take reasonable steps to ensure that passengers are made aware of the need to wear seat belts when travelling on the bus.

#### **Walford Bus Service Operator/Driver**

Where a School Bus is fitted with seat belts, appropriate signage must be displayed, reminding students of their obligation to wear the seat belts provided.

Bus drivers need to remind students to wear their seat belts. This may be done periodically (e.g. to individual students), as a general announcement or, continuously (e.g. a flashing sign fitted on the bus).

If a student refuses to follow an instruction from a bus driver (or teacher) to wear a seat belt:

#### **Driver (or teacher)**

- advises the student that their behaviour is unacceptable
- obtains the student's name
- advises the student that the matter will be reported to the Principal and the student's parent/guardian
- reminds the student that further refusal to wear a seat belt could lead to the

- suspension of travel on the bus
- informs the Administration Office of the incident

### **School**

1st Offence – advises the parent/guardian in writing (email acceptable)

- details of the incident
- that a further offence may result in suspension of travel
- that the student should be counselled accordingly

2nd Offence – advises the parent/guardian in writing (email acceptable)

- may suspend the student from travelling on the school bus for a designated period
- Permanent suspension may apply to further offences

Note: Suspension of a student's travel on the bus will not take place until the parent has been notified (to allow the parent to make alternative travel arrangements).

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