



## SCHOOL BUS USE CODE OF PRACTICE PROCEDURE

*The bus driver's responsibility is to drive the bus and to ensure students are transported to school safely. They are to report continued or serious misbehaviour to the principal.*

*Principals must follow up reports of misbehaviour and take whatever action is deemed necessary, including suspension from bus travel but only after prior consultation with parent/caregivers.*

**The following school bus rules are based on courtesy and common sense and have been established so that all users can travel in safety and comfort.**

1. Students and families will be informed of the pick-up and return time to and from their stop. It will be the family's responsibility to be punctual. The bus will not leave a pick-up point before the scheduled time.
2. Students will get on and off the bus in a quiet, orderly manner and must follow any directions given by the driver at all times. Students are expected to be courteous, cooperative and considerate to everyone on the bus.
3. The school bus driver is not to be unnecessarily distracted. Distracting behaviour includes students:
  - making loud noises
  - kneeling on seats
  - hurting or annoying other passengers
  - using offensive language
  - throwing objects around the bus
  - moving around the bus.

**Students need to talk quietly to the person next to them, read a book or play a device.**
4. Students will remain seated wearing their seatbelt at all times. Students are allocated seats and are to remain in the same seat each day unless instructed otherwise.
5. Children up to 7 years of age must be seated in an approved booster seat provided by the family until the child can safely sit in a seat with a seat belt.
6. Where students are found to be responsible for a mess in the bus they will be required to clean the interior of the bus.
7. Appropriate language is to be used on the bus at all times.
8. Students are able to use technological devices on the bus, in a responsible and quiet manner. The school accepts no responsibility for lost, stolen or damaged devices. Students are responsible for their own devices and are not to share them with others.
9. Families are to notify the bus driver if children will not be using the school bus service on any particular day.
10. A condition of using a school bus service is that any deliberate or malicious damage caused to buses will be the responsibility of the person/family who caused the damage. This cost includes the cost of taking the bus to an approved repairer.
11. Students are to tell a staff member that they trust at KAS if there are any issues on the bus, if the student feels uncomfortable about talking to a KAS staff member, they are encouraged to use the 'student help' forms if which are located in the library.
12. Parents are not to get onto the bus to complain to students or the driver. They must use the parent complaint procedure.
13. Older student representatives will be chosen as 'bus monitors' and have the role to;
  - Support students who need care – as far as possible.
  - Remind students of the rules to ensure safe travel.
  - Tell the principal of any concerns.

**Consequences: the principal and staff will investigate any identified concerns and if warranted a letter will be sent home warning if the behaviour continues, the student will not be allowed to use the bus for a week. The warning letter lasts for a term.**