



School Bus Policy

1. Rationale

Student behaviour on and around buses and the efficiency of bus services are of vital importance to student safety, an effective bus service and maintenance of student enrolments.

2. Aims

2.1 To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education policies and regulations.

2.2 To ensure any issues regarding school bus travel are dealt with effectively and efficiently.

3. Policy

3.1 Year 7 and 8 students attending Victoria University Secondary College travelling both ways are given priority when applying for the school's bus service.

3.2 Siblings of students at the college already accessing the school's bus service will also have priority.

3.3 The college designates locations which will be referred to as 'HP' or Hub Points. These are designated pick up and drop off points on our set bus routes. At these designated 'HP' bus locations parents/guardians will meet the bus at designated times to put their children on the bus and meet the bus in the afternoon to collect their children from the bus.

3.4 Our college has the responsibility for the coordination of school buses, including coordination of student travellers, payment of fares, and coordination of disciplinary procedures for breaches of the Bus Code of Conduct.

3.5 The loading of students on buses will be done so in accordance with Department of Education guidelines.

3.6 The terms and conditions for school bus travel to be provided to parents/guardians is attached to this policy (Appendix 1).

3.7 Warning letters for first, second and third breaches of the Bus Code of Conduct are attached to this policy (Appendices 2, 3 and 4).

4. Bus Code of Conduct

- Remain well clear when bus is parking or leaving.
- Do not attempt to enter a moving bus.
- Keep all parts of body and other objects inside the bus at all times.
- Use seatbelts where provided and remain seated until bus is parked.
- Students crossing the road after alighting the bus will do so at the rear of the bus.
- Follow all directions given by the bus driver.
- Students will be respectful of other travellers on the bus, the bus driver and the bus as it is college property, and will not behave in a way which disrupts others or poses a danger to other travellers.
- Consequences for misbehaviour will be consistent with the Positive Behaviour Support framework, and may lead to suspension from using the school bus service.

5. Evaluation

This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in bus operations occurs, or after every significant bus related incident.



School Bus Policy

Appendix 1

Terms and Conditions of School Bus Travel

1. Bus seat allocation is paid in advance by the end of term for the following term. Failure to make payment will mean no seat is allocated for the following term.
2. Bus travel for Term 1 of the following year must be paid in full by the end of week 2 of Term 4. Due to the high demand for seats on the bus, extension of time for payment will not be granted.
3. Application for bus travel for the following year must be made by the end of Term 3. Successful applicants will be notified week 1 of Term 4. Full payment of Term 1 in the following year must be received by end of week 2 of Term 4.
4. Parents/guardians who change their address are required to notify the school immediately.
5. Parents/guardians are responsible for ensuring that:
 - Their child is ready to board the bus at the arranged time every day.
 - If the child is late to their stop, the driver will continue on the scheduled run to college. We are unable to put at risk other students waiting on the road for their scheduled pickup.
 - They support the college by discussing and committing to the 'Bus Code of Conduct' with their child each term.
 - They advise the college if they have any concerns or wish to report any incidents relating to their child's travel on the school bus.
6. Temporary or permanent refusal of travel will occur only after consultation has taken place between the student, Campus Principal, parent/guardian and Bus Manager.



School Bus Policy

Appendix 2

[To be printed on letterhead]

[insert name]

[insert address]

[date]

BUS CODE OF CONDUCT WARNING LETTER 1

Dear [insert name],

I write to you to raise concerns about your child, [insert name]'s, consistently poor behaviour whilst using the school bus service.

The unsatisfactory behaviour that contravenes our Bus Code of Conduct includes the following:

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Whilst [insert name] has been spoken to by staff at school, he/she has chosen not to change their behaviour. The Bus Code of Conduct that was signed by [insert child's name] and must be complied with is attached.

I trust that I have your support in this matter, and I would greatly appreciate if you could have a chat with [insert name] about the situation.

I hope an improvement in [insert name]'s behaviour occurs before more serious consequences are required to be implemented.

Should you wish to discuss this matter further, please don't hesitate to contact me at school.

Yours sincerely,

Campus Principal



School Bus Policy

Appendix 3

[To be printed on letterhead]

[insert name]

[insert address]

[date]

BUS CODE OF CONDUCT WARNING LETTER 2

Dear [insert name],

Following my previous letter dated [insert date], I am writing to you again regarding [insert name]'s, continued poor behaviour whilst using the school bus service.

Recent unsatisfactory behaviour that contravenes our Bus Code of Conduct includes the following:

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It appears that our discussions with [insert name] regarding their behaviour whilst travelling on the school bus have had little effect.

I therefore write to formally advise you that further poor behaviour will result in [insert name] being suspended from using the bus service.

I hope an improvement in [insert name]'s behaviour occurs before a suspension is required.

Should you wish to discuss this matter further, please don't hesitate to contact me at school.

Yours sincerely,

Campus Principal



School Bus Policy

Appendix 4

[To be printed on letterhead]

[insert name]

[insert address]

[date]

**BUS CODE OF CONDUCT
LETTER 3
SUSPENSION**

Dear [insert name],

Following my telephone call today, I now provide you with written confirmation that [insert name] has been temporarily suspended from using the school bus service.

The unsatisfactory behaviour that resulted in this suspension was the following:

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It is most unfortunate that [insert name] chose not to heed previous warnings, and has consistently breached the Code of Conduct which has led to this course of action.

Should you wish to discuss this matter further, please don't hesitate to contact me at school.

Yours sincerely,

Campus Principal