



TRANSPORT POLICY – CONTRACT BUSES

Students enrolled at Katandra School who live within the designated transport zone are eligible for bus transport to the local Special School. This service is provided free of charge.

Please note: “There is no requirement for DEECD to provide transport or provide door to door service” Sean Edwards, School Resource Allocation Executive, 2010.

Where possible, children will be grouped together at one bus stop. In case of additional enrolments at Katandra School during the year, there may be some variation to timetables. Parents will be notified of this.

The bus companies contracted by DEECD to provide transport to and from Katandra School are from Grenda’s Bus Company (Phone: (03) 9791 2988) and Sandringham Bus Company (Phone: (03) 9555 7009).

Implementation:

- All school bus routes require approval from DEECD. Under no circumstances can parents negotiate changes in pick up places directly with bus companies, drivers or supervisors.
- Arrangements for the contract buses at Katandra are co-ordinated by the school’s Bus Co-ordinator and Business Manager
- Parents and bus companies will be notified in advance of pupil free days and early dismissal days such as end of term.
- The school administration and bus companies will, when needed, discuss the school’s requirements, behaviour expectations and policy issues.
- School bus lists are kept in the Business Manager’s office.
- It is the parent’s responsibility to make arrangements to deliver their child to the designated pick up point in the morning and to meet the bus in the afternoon.
- Parents are required to be at the nominated bus stop **5 minutes** before the morning and afternoon appointed times.
- If children are to be absent from the morning bus, the bus driver should be notified by 7.15am. The school should also be notified.
- If adults are not at the designated stop, at the designated time, to meet their child, the bus will wait for 2 minutes before continuing on the authorised bus route and contact the bus service depot to call the school or call the parent directly where preferred. The school will then make every effort to contact the parent/guardian/caregiver and have them meet the bus on the route to pick up their child. If the parent/guardian/caregiver cannot be contacted then the student will be returned to the school.
- For any change in travel arrangements such as to spend time with a school friend, **the school must be contacted by both families** to enable the necessary arrangements to be made with the bus company concerned.
- Each bus has a supervisor employed by the bus company. Students must be supervised at all times.
- Parents are asked to not get on the bus. Children will be seated by the chaperone/supervisor
- Contract buses will carry a list of names, contact phone numbers and timetable.

- Contract buses arrive at school at 8.45am. Bus supervisors are responsible for supervising children until the handover to a yard duty teacher at 8.45am.
- School dismissal time is 2.55pm
- At dismissal time children assemble in bus groups. Duty teachers make the bus roll as children proceed to the bus.
- If a bus is involved in an accident or breakdown the school is to be contacted immediately on 9578 6991. The school will then inform parents.
- Students enrolled for less than three days a week at Katandra School are not eligible for this service.
- Bus Co-Coordinator is the first point of call for Parents/Caregivers if there are any concerns.

Discipline on School Buses:

- Suspension of any child from the bus is the prerogative of Katandra School following discussions with the bus supervisor and/or driver.
- Students are reminded by the teachers of the appropriate behaviour which should be displayed at all times in order for all students to travel in a happy and safe manner.
- When the behaviour of a student endangers the health and safety of others the following discipline procedures will apply:
 1. Parents will be immediately notified by the Katandra School Bus Coordinator.
 2. Any repeat of inappropriate behaviour after an initial warning can mean a period of suspension from the contract bus.
 3. Indefinite suspension will only occur when all other avenues have been exhausted.

Evaluation:

This policy will be reviewed as part of the school's four year review cycle.

School Bus Travel— Code of Conduct for Students from 1st July 2011

Students will sit in the seat to which they are directed by the bus supervisor.

Students will move to a different seat, if for reasons of safety the bus supervisor requests them to do so.

Students will keep their hands, feet and objects to themselves.

Students will not eat or drink on the bus.

While students may talk quietly to the person sitting next to them, swearing, shouting and/or abusive language will not be tolerated.

Inappropriate action can result in student being suspended from the bus