

SCHOOL BUS AND TRAVEL CONDITIONS POLICY

Rationale

While parents/guardians have primary responsibility for transporting their children to and from school, the Department of Education School Bus Program (SBP) and Student Transport policies assist families in rural and regional Victoria by transporting students to school. The program services both government and non-government schools.

Aims

- to comply with the Department of Education (DET) School Bus Program for safe travel to and/or from Whittlesea Secondary College (WSC).

Implementation

School Bus Coordination

- School buses are provided by private contractors to transport students between school and home and elsewhere as arranged.
- Public bus is any bus operating as part of a public bus service.
- Coordinating school is the school or college which manages the operation of school buses for a particular area (e.g. Whittlesea)
- Whittlesea Secondary College will act as the coordinating school for all school buses operating to Whittlesea schools.

Costs

- As per the [DET School Bus Policy](#) and the [DET Conveyance Allowance Program](#)

Student Conduct and Safety

- Student conduct on all buses will be in accordance with the published travel condition (attached Annex A) and instructions and other requirements issued from time to time by this College or other authorities.
- College requirements relating to student travel on public bus transport will be similar to those on school buses as far as is practicable and appropriate.
- Instructions and directions relating to school buses may be issued from time to time by the Principal or nominee. For example and not limited to:
 - Students must wait at bus stops and interchange in an orderly fashion and must not approach the bus until it has stopped: at Whittlesea Secondary College students must keep to the footpaths.
 - Students are required to arrive at their bus stop five (5) minutes before schedule departure times.
 - Boarding and alighting from buses must be conducted in an orderly manner: this means NO pushing and shoving!
 - Alighting passengers must immediately move away from the vehicle and must wait on the same side of the road until the bus has moved off.
 - Students must not attempt to cross the road until after the bus has departed and they have a clear view of the road in both directions.
 - Students must under no circumstances approach, run beside or attempt to touch the bus either as it pulls up at or moves away from a stop.
 - Parents waiting for students at a bus stop are asked to wait on the same side of the road as the bus, in order to eliminate the risks of pupils running across the road
 - If seatbelts are provided, they must be worn.

Safe Operation of Buses

- Any breach of requirements relating to safety will be dealt with seriously.

Reporting Bus Incidents

- Drivers are asked to assist and report safety concerns, including instances of breaches of the above.
- The College will have contingency plans and procedures to deal with bus accidents and incidents, emergencies involving school bus travel, and like situations.
- Teachers on duty or conducting excursions or present in bus areas are asked to take action when safety is risked.
- Action options include:
 - drivers not loading buses until requirements are complied with
 - supervising teachers requiring compliance
 - groups of students and/or individual students being counselled
 - teachers requiring buses to be re-boarded correctly
 - breaches of safety being reported promptly
 - students not being permitted to travel (after other processes have been followed through) for some time
 - reporting of incidents and accidents, with record-keeping and investigation as necessary/if possible

School Bus Suspension

- The Principal or nominee may suspend students who breach instructions and travel conditions from travelling on school buses for a period of time.
- As school bus suspension is quite separate to suspension from attendance at the College, the student's attendance at school is still required.
- Bus suspension cannot be a valid reason for lawful absence from school.

Related Legislation and Policies

- [DET School Bus Program](#)
- [DET Student Transport](#)
- WSC Student Code of Conduct Policy
- WSC Student Engagement Wellbeing and Inclusion Policy
- WSC Student Discipline Policy

Appendices

Evaluation

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

This Policy was last ratified by School Council in: 2017