



## School Bus Use Procedure/Std. Operating Procedure 516

The following procedures shall be followed by pupils and enforced by staff.

1. Pupils shall enter and exit the school bus in an orderly manner. This is for the physical safety of the children. Pushing and forcing shall be actively discouraged.
2. Pupils shall follow the directions and instructions of the duty teacher, the bus controller and bus driver at all times.
3. Pupil safety is a prime consideration. Pupils are seated safely without overloading the bus.
4. Pupils shall remain seated safely on the bus.
5. Pupils shall behave in an orderly manner while travelling on the bus.
6. Pupils shall be made aware of bus rules and the consequences of non-observance of those rules.
7. All communication regarding bus behaviour will be directed to the principal.
8. There will be clear procedures for the bus monitors, the bus driver, the bus controller and duty teachers to follow in the case of necessary discipline of bus pupils.
9. Teachers will check students onto the bus with a bus list. Changes of routine for children will need to be notified to teachers by parents or communicated by reliable senior students.
10. Teachers will check the answer phone at 3:00pm for messages around bus changes.
11. There will be a phone tree that will be activated in the case of an emergency or in an alteration of the timetable.
12. All children are expected to wear hi-visibility vests provided by the school if they are travelling on the bus.

### **THE BUS RULES ARE AS FOLLOWS:**

1. Stay seated safely on the bus.
2. Keep hands, feet and objects to yourself.
3. No unkind talking such as swearing, name-calling or teasing.
4. Listen to and follow instructions from the bus monitors.

# Travelling by BUS

## Whole School

1. Children allocated to Blue (west) or Yellow (East) Bus
2. Children line up in alphabetical classroom order
3. Teachers tick children travelling on bus, 'P' for parent transporting, 'a' for absent
4. All children must be accounted for before the bus leaves the venue
5. Children who are not registered on the **Yellow** or **Blue** bus form a third line and ticked onto the bus in the same way
6. The Office Secretary maintains the bus lists through the edge
7. Children are to follow the bus rules

## Part School

1. Children allocated to Bus
2. Children line up in alphabetical classroom order in classes
3. On a Class-list or Master list, Teachers tick children travelling on bus, 'P' for parent transporting, 'a' for absent
4. All children must be accounted for before the bus leaves the venue
5. Children are to follow the bus rules