SCHOOL BUS TRAVEL CODE OF CONDUCT

To ensure that school bus travel is safe for all students, the following behaviour is required:

- Student must wait quietly at their bus stop, standing in a position well away from the side of the road.
- Students must not approach their bus until it has stopped.
- No student is to board or leave a bus while it is in motion and they must enter or leave quietly and carefully.
- On leaving a bus, students must wait on the same side of the road until the bus has driven away. They must then look right, then left then right again before crossing the road.
- If a student misses his/her bus it will be necessary for parents to arrange transport.
- Where a student rides a bicycle or drives a vehicle to a bus top, it must be left in a safe place where it will not cause inconvenience. The College or the Public Transport Corporation will not accept responsibility for loss or damage.
- While travelling students must remain in their seats for the whole of the journey.
- No student should have any part of his or her body protruding from the bus.
- Rubbish or any items must not be thrown from any bus.
- Boisterous conduct or ‘horseplay’ is not allowed, nor is any action which may distract the driver’s attention.
- Students are expected to speak quietly while the bus is in motion. The driver may request absolute silence on occasions in the interest of safety.
- Students must not attract the attention of passing traffic.
- Smoking and use of any illegal substances are not permitted on the buses. Such items must not be present on persons or in bags.
- Students must not talk to the driver while the bus is moving.
- Students may only board or leave a bus at their designated ‘stop’.

NON-COMPLIANCE WITH ANY OF THE ABOVE RULES WILL RESULT IN THE FOLLOWING;

- The driver will stop the bus, record the name of the student and the nature of the offence. In certain circumstances the driver may contact the school immediately by phone.
- The offender will be taken to the College or to his/her bus stop.
- The incident will be reported to the Bus Coordinator and the Principal. Disciplinary action will be taken.

This action may include suspension from travelling for a specified period. In the event of suspension, students will need to make their own transport arrangements. For persistent offences, indefinite suspension will be imposed. In extreme cases permission to travel will be withdrawn fully.

In case of vandalism, those responsible will be required to pay for the damage.

Changes in Bus Travel Students must bring a bus note for any changes in bus travel – eg: not returning home by bus, wishing to travel on a different bus or desiring to get off at a different bus stop. Printed bus notes are available at the College.

Bus Captains:- have been appointed to assist the drivers with supervision. They have full authority under the drivers’ direction and have been instructed to report all misbehaviour and vandalism on the buses.

Authorised Travellers Only: Only students listed on the official bus roll are entitled to travel. Exceptions can only take place with the approval of the school via a bus note. Applications via parent note must be submitted prior to the commencement of the relevant school day.

No authorisation possible for social or sporting purposes: School buses are not to be used for travel to or from temporary employment or for social or sporting purposes.

**Student Declaration**

I have read the School Bus Code of Conduct and agree to abide by its terms.

Signature of Student______________________________________________
Date_______________________________________________________