



LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government
of South Australia
Department for Education

School Bus Policy

The safety and welfare of the children are the responsibility of the school from the time the children get on to the school bus in the morning until they disembark in the afternoon. **THIS RESPONSIBILITY IS DELEGATED TO THE BUS DRIVERS.**

Bus drivers are an important part of the education service we provide the Lock Area School community. Department for Education (DfE) employee bus drivers need to be aware of their role and the expectations that we have of their behaviour, knowledge and skills.

1. LOCAL ADMINISTRATION

DfE owned and operated buses are allocated to a specific school and the Principal of that school is responsible for their day to day operation.

2. BEHAVIOUR ON BUSES

- a) **Students** The Principal is responsible for the setting of standards of behaviour of students on buses and ensuring that drivers control those standards and report breaches accordingly. The Principal must follow up reports of misbehaviour and take whatever action is deemed necessary, including suspension from bus travel but only after prior consultation with parent/caregiver. Students must never be put off a bus while on route as a disciplinary measure. Students will be allocated set seats if the Principal or driver deems it appropriate or necessary.
- b) **Drivers** The Principal is responsible for driver demeanour and must ensure that any report of misconduct or any breach of school, departmental or legislative requirements is acted upon immediately and resolved. Any allegations of misconduct of a personal nature must be reported immediately to appropriate authorities. Appropriate action including legal advice as deemed necessary.

3. STUDENTS

- Students are to ensure that they enter the bus in an orderly manner when directed by the person on duty, have seat belt correctly secured and are facing the front of the bus ready for departure.
- Students must exit the bus in an orderly manner when directed by the driver.
- Students must follow the Bus Rules at all times.
- Devices
 - Appropriate volume from the users and the devices
 - Used at own risk (school is not responsible for any loss or damage)
 - Games, music and online browsing must be age appropriate

3. AFTERNOON DROP OFF

Children up to end of primary must be met by a parent/caregiver/delegated older sibling at the designated bus stop. If no message has been received by the driver prior to drop off time to say that parent is on the way etc - the driver will wait for a couple of minutes and then continue on the route, taking the child with him/her. The bus driver needs to return the student to school in the bus not a personal vehicle. Bus driver must contact school immediately to notify the Principal/delegate who will decide and implement appropriate action.

Reviewed September 2026
Governing Council Approved September 2026
Policy Review in 2029

5. PARENTS/CAREGIVERS

To ensure all children arrive at their correct destinations on time parents:

- Parents need to inform bus drivers of any change to their child's regular routine.
- Parents must leave a message with the front office if their child/ren are NOT going home on the bus by 2 pm (preferably).
- Parents must contact bus driver or Principal to seek approval to travel on a bus other than their regular one at least the day before. At times additional students may be refused permission to travel depending on student numbers.
- A parent/caregiver/delegated secondary sibling must meet any primary aged child for collection at the bus stop at the end of the day.
- All preschool children are present at the AM bus stop with an adult to put onto the bus. The adult must ensure that the child's seatbelt is correctly worn and clicked before the bus leaves the stop. An adult with standing Authority to Collect, as documented at the school must be present at collection of the PM bus stop. In the event of a person without standing Authority to Collect being present for collection, the enrolling parent must notify the school prior to the bus departing the school of the new arrangement. Photo ID must be available to the bus driver on collection.

BUS BEHAVIOUR

Travelling on a school bus is a PRIVILEGE not a RIGHT.

Students continually disobeying rules may be SUSPENDED from travelling to school by bus.

To assist all parents, students and drivers to work together for the safety and wellbeing of our children, the following expectations will apply at all times.

1. The students/parents will be informed of the pick-up and return time to and from their stop. It will be the family's responsibility to be punctual. The bus will not leave a pick-up or drop off point before the scheduled time.
2. Students should get on and off the bus in a quiet, orderly manner and follow the safety directions regarding boarding or alighting from the bus.
3. The school bus driver is not to be unnecessarily distracted.
Distracting behaviour includes but is not limited to:
 - making loud noises
 - putting feet on the seats
 - any activity likely to hurt or annoy other passengers
 - using offensive language
 - removing seat belts, wearing it incorrectly or moving around the bus
 - throwing or dropping any object from the bus at any time.
 - inappropriate use of devices
4. Students must be seated while the bus is in motion and if, for any reason they should have to move about the bus, then it should be done while the bus is stationary (ie at a bus stop). Each student should retain the same seat and be correctly belted in unless instructed otherwise.
5. Children may eat on the bus providing they take care not to make a mess and providing rubbish and food scraps are disposed of on arrival at home or school. Eating on the bus may be cancelled if the driver or Principal feels that enough care is not being taken. Where students are responsible for a mess they may be required, under supervision, to clean the interior of the bus.
6. Nothing is to be thrown out of the windows at any time, nor should rubbish be left on the bus.
7. Anti- social behaviour (swearing, pushing, punching, yelling, throwing things) will not be tolerated.
8. Talking is to be of a quiet nature (ie to a neighbour).
9. Any directions given by the driver must be followed.

BEHAVIOUR MANAGEMENT STRATEGIES

PREVENTION PHASE

- Bus drivers will inform their student passengers of the bus rules, expectations and logical consequences.
- These should be clearly displayed in the bus.
- Drivers should recognise good behaviour and establish a friendly working relationship with students.

MINOR BUS INCIDENTS

- If the bus driver observes a minor infringement of bus rules then he/she will politely remind the student of the bus behaviour requirements.
- Any subsequent minor issues will be reported to the Principal who will investigate and take any required action.
- Each situation will be dealt with by the driver and the school on its merits.

NEGOTIATION PHASE

- After observing significant distracting behaviour the bus driver should remind students of the requirement to behave acceptably on the bus.
- It is likely that the driver will need to stop the bus to deal with such issues.
- He/she may need to relocate students to other seats. Incidents must be reported to the Principal.

BUS INCIDENT REPORT

- If a student fails to modify their behaviour after a second reminder, then the driver is to report the incident to the Principal as soon as possible so that prompt action can be taken.

WITHDRAWAL PHASE

- The Bus Driver's prime responsibility is to drive the bus.
- The application of consequences is the responsibility of the Principal.
- Parents will be contacted at this stage and an interview involving the Principal, parents/caregivers and student will occur.
- Bus drivers are welcome to discuss student behaviour management issues at any time with the Principal.
- Principal will contact parents/caregivers regarding student behaviour as deemed necessary.
- **Students who repeatedly behave unacceptably on the bus will be suspended from the bus for a period of time.**
- **Immediate suspension from the bus will follow a serious breach of rules.**