



Bordertown and Mundulla Combined Schools Bus Policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

This Policy outlines the operational and behavioural requirements of the Bordertown and Mundulla Combined School Bus service. The bus service is managed by Bordertown High School, with a Combined Schools Bus Committee representing Bordertown High School, Bordertown Primary School, Mundulla Primary School. The bus service also takes into consideration the kindergarten children at Carol Murray Children's Centre.

Scope

The policy outlines what is expected of the following people that use the bus service that is provided to the combined sites by the contractor and the single Government bus:

Students

Parents

Bus Drivers

Schools



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Detail

Duty of Care Policy:

The Minister ultimately owes a duty of care to every student. The Chief Executive, Departmental Officers, Principals, other school staff and some service providers take on this duty while students are present at government schools under supervision and while students are entering, travelling in and alighting from Department school buses. Parents have a duty of care for their children while they are getting to and from the school or to and from a Department school bus stop and while at the stop.

Arrival and Departure times:

- Buses normally arrive at Bordertown High School between 8.30 and 8.40am, moving then to the Bordertown Primary School. The Mundulla and Buckingham buses first service the Mundulla Primary School before then travelling to the Bordertown High School.
- All buses leave from Bordertown High School at approximately 3.30pm each day. Buses are lined up at the front of Bordertown High School prior to 3.25pm

Employment Policy:

- Bordertown High School manages the appointment of the drivers for the Government bus (on the Mundulla Bus route).
- All other bus drivers are appointed and managed by the bus contractor.
- Bus driver accreditation is held with the contractor and a copy with Bordertown High School as the school managing the buses. The Principal of the school must approve all bus drivers and an ED222 form be held for each driver at the school.

Permission to travel on the school bus:

Automatic approval is granted to students who live more than 5km from their school of right (ie their closest government school (either primary or secondary depending on their schooling level)).

- **Non-Entitled students may include:**
 - Students living with 5 kilometres of their 'school of right'
 - Pre-school children (Kindergarten)
 - Interstate students
- **Conditions of Bus Travel**
 - With the exception of students given approval on the basis of distance, permission to travel will be reviewed at the commencement of each school year and parents will be notified accordingly.
 - If bus travel becomes unavailable as a result of the annual review and you wish your child/ren to continue at their current school, you will be responsible for the necessary transport.
 - Any allowance payable to you for the use of a car to enable your students to link with a bus or to attend school will be calculated on the basis of travel to the nearest school bus route from your residence.
 - Some approved travel may be given on special grounds, related to specific Educational or physical needs. Approval needs to be sought from Bordertown High School.
 - If schools have a student free day, bus travel for the Kindergarten students will not be available.

Students who do not meet the grounds for automatic approval will need to complete the Permission for Transport of Ineligible Students on a School Bus form, available from Bordertown High School front office. Permission is not automatically granted as student numbers need to be considered, therefore, it is important to organise in advance.

- It is advisable to check with the bus driver of the relevant bus before requesting permission to travel on a bus.

Roles and responsibilities

Responsibility of Drivers:

- Ensure the safety and behaviour of students while entering, travelling in and alighting from the bus, and report continued misbehaviour to the Principal of the school in which the student attends. Drivers must not, in any circumstances, put students off the bus as a disciplinary measure.
- Drivers are to use their discretion when travelling on roads that could be unsuitable due to wet weather or road works. The safety of students is considered above all other factors.
- Contact the school/principal/parents, as appropriate, if the bus is delayed.
- Follow instructions from the police or emergency services in an emergency. Contact the school and parents as soon as possible by phone.
- Ensure students are seated, and instruct them to wear seatbelts at all times on the bus.
- Allow students to take water on board for consumption.
- Notify the Principal of Bordertown High School for ongoing behaviour issues on the bus. For individual concerns, notify the principal of the relevant school.
- Ensure children are only dropped off at designated bus stops.
- Use discretion in an emergency situation but on no account leave children unsupervised.
- Adhere strictly to the bus timetable.
- In the case where parents are not at the stop to meet students, or where it is not safe to leave the student to walk home:
 - Adopt the management plan that is in place for that student, eg dropping student off at agreed stop
 - If this isn't possible, ring the school and return the student to their school.
- At the end of the bus run, drivers are to ensure that the bus is cleared and no students are remaining on the bus.
- Bus drivers are not able to take other children on the bus with them eg those they are caring for, unless:
 - They are of kindergarten age or older.
 - They can sit safely in a secured booster seat or bus seat without monitoring.
 - Permission is sought from the Bordertown High School Principal, with permission only granted for the rare occasions this needs to happen.
 - There is room on the bus for the extra child.

Responsibility of Parents:

- Ensure that students are dropped off and collected from bus stops at the appropriate times, by arriving 5 minutes prior to the bus
- Drop off and pick up needs to be on the bus stop side of the road, so that students do not have to cross the road when getting on or off the bus.
- If no parent is at the bus stop, the child/ren will continue on the route back to the school, unless alternative arrangements have been made and the bus driver has been notified in advance.

- If unable to be at the bus stop at the designated time to meet your child, parents are expected to arrange alternative duty of care, which could include:
 - Letting the school/bus driver know their child may get off at a different stop
 - Let the driver know another person will be at the stop to collect child/ren
- Where the duty of care for a child at the bus stop is vital but unachievable (no alternative) parents have the option of discussing a local school bus contingency plan with the principal (High School) who will then consult with the bus driver and the contractors. In developing these contingency plans, the parental duty of care will not be lessened or transferred and the plan must be agreed on.
- Reinforce the behaviour expectations of the bus driver and school to support safe transport of all children to and from school.
- Promptly notify the principal of any perceived unsafe school bus situations or practices.

Any school bus drivers, who are concerned about a duty of care situation at the bus stop, should immediately notify the principal who will consult with those involved to resolve the situation.

Responsibility of Students:

- Follow instructions given by bus driver.
- Behave in a way that does not distract the driver's attention, either directly or indirectly.
- All students need to remain in their seats while the bus is in motion.
- Sit in allocated seats and remain in these seats at all times, unless directed by the bus driver.
- Seat belts must be worn.
- Do not eat on the bus, drinking water is encouraged.
- Keep their area of the bus clean of any rubbish.
- Not damage the bus in any way (damage caused by student will be billed to the family)
- School bags need to be kept under the seat, not in the passage way.
- Do not throw any material or rubbish from bus windows.
- All parts of the body must remain inside the bus, at all times.
- Inform the driver of any change in normal routines eg not going home on the bus, having a friend for the weekend.
- No large items can be transported on the bus eg Swags

Responsibility of Combined Bus Committee:

- Membership includes representatives from each school, a bus driver representative and coordinating school Principal. Other site Principals are also openly invited.
- Provide feedback from schools to the bus committee on any issues, and report back to Governing Councils.
- A consultative group to discuss any Department changes to bus routes.
- Bring any concerns to be discussed at the meetings.

Responsibilities of all Principals:

- Ensure all requests for students to travel on school buses at the start of the year are completed and provided to coordinating school in a timely manner.
- Provide a Governing Council representative on the Combined Schools Bus Committee.
- Inform the coordinating school of any changes which might impact the use of buses eg student free days.
- Implement student behaviour management processes for any bus behaviour issues, at their site.
- Consult with the Principals of other sites if there are larger behaviour issues, to determine actions.

Responsibility of coordinating School:

- Consult with the Transport Services Unit of DfE contact and contractors to provide a safe bus service for students.
- Manage the bus timetables and bus rolls in consultation with contractors and drivers.
- Manage requests for travel on school buses, both students who are deemed ineligible, as well as incidental requests.
- Monitor bus capacity in consultation with Transport Services Unit, contractors and drivers.
- Implement Emergency Management procedures where the bus route. Consult with DfE Emergency Management to determine actions in case of emergency.
- Update bus rolls as required and provide rolls to bus drivers.
- Consult with Transport Department, other sites and families when bus routes are reviewed.
- Host combined schools bus committee meetings, with representatives from each school.
- Oversight of bus behaviour.
- Implement consequences on buses where students are not displaying safe behaviour on buses (in consultation with site Principal of that student).

Supporting information

Combined School Bus Action Plan in case of notification of bushfire close to a bus route:

DECD Security and Emergency Management unit are responsible for communications relating to provision of approved communications content for release to parents and caregivers in the event of a bushfire related emergency impacting upon service delivery of school transport arrangements.

- In the event of an active bushfire in close proximity to a recognised school bus, the principal of the coordinating school will contact the DfE Security and Emergency Management unit (08 8226 3714) for directions. The Principal will also alert the Educational Director of the emergency.
- Security and Emergency Management unit (SEM) will then contact the local CFS and determine next actions to ensure the bus and occupants can travel safely or cancel the bus run.
- In the event that a bus has already left the schools and is transporting students home, the bus driver will take all precautions necessary to ensure the safety of the students and driver. If necessary the bus driver will return to the school, and parents will be notified. Students must only be delivered into the hands of their parents, if being off loaded.
- Bus runs may be delayed due to the fire danger. On confirmation of the bus route being deemed safe, the bus will transport students home. Communication with families during this time may result in students being picked up by other family members.
- If at all possible, normal ring through policy will be made to contact parents and inform them of the schools intended actions.
- In the event SEM deem it unsafe to send a bus out on its route, due to a bushfire, the coordinating school will contact other sites and parents will be notified to collect their children from the school. Supervision will be provided by both sites (to required ratios) until all students have been collected.
- Communication will be organised by the coordinating school, in consultation with other sites. The Principals, Deputy Principals and front office staff will organise the communication.

Bus Bushfire Action Plan:

In the case when a fire front hits the bus, the action plan is as follows:

- Stop the bus on bare ground or the roadway in an area as clear as possible of vegetation/undergrowth.

- Notify Police, CFS and school if possible, to alert them to your position.
- Ignition off, handbrake on, engine in gear, headlights and hazard warning lights on.
- Close windows and vents, block draughts.
- Children to lie on the floor, cover with any protective materials available.
- Assess exits, ordinary and emergency, when front has passed.
- Evacuate bus and relocate children to previously burnt area.
- Check bus before allowing children to re-enter.
- Avoid travelling through smoke.

Grievance Procedure:

Where any party covered by the Policy is unable to resolve concerns about the application of this policy, or any other matters, they may approach any of the site Principals, or the Principal of the coordinating school.

If a satisfactory resolution is still not achieved, the party are directed to follow the 'Raising a complaint with DECD' process. A brochure and step-by-step information is available on the school website. Alternatively, contact the Education Complaints Unit at:

Phone: 1800 677 435

Email: DECD.Education.Complaints@sa.gov.au

Related legislation

Related policies

Student Behaviour Management Policies for each school site.

Bushfire Response Procedure

<https://edi.sa.edu.au/library/document-library/controlled-procedures/bushfire-response-procedure.pdf>