



Bus Policy

Kindergarten Children on the Area School Bus

Some children will be eligible to catch the Ardrossan Area School Bus to and from kindergarten each day. This policy is to be viewed in conjunction with the Ardrossan Area School Bus Behaviours Policy and the Bus Policy.

National Regulatory Requirements

As transportation can present heightened risks to the safety of children when children get in or out of vehicles and when they arrive at or leave the service, the following new regulatory requirements will apply to centre based services that provide regular transportation:

- Approved providers and nominated supervisors must ensure a staff member or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at the education and care service.
- Approved providers and nominated supervisors must ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service.
- Approved providers and nominated supervisors must ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain.

Record keeping and accounting for children during regular transportation includes:

- The approved provider and nominated supervisor must ensure that records are kept for regular transportation that:
- Confirm each child was accounted for when embarking and disembarking the vehicle at the service premises
- State how each child was accounted for at the service premises
- State that the interior of vehicle was checked after all children have disembarked at the service premises.

The records must be made immediately and include the time, date, full name and signature of the person/s responsible for:

- Accounting for the children during embarking and disembarking of the vehicle
- Conducting the vehicle check after children have disembarked.

Bus Arrangements

In accordance with the Department for Education's School Transport Policy, Principals and District Directors may approve students to travel on existing school busses under certain conditions. Families who wish to utilise the Ardrossan Area School bus will need to apply for consideration at the school.

Director and School Principal will:

- Assess the child's capabilities and if there are any risks for the child catching the bus, for example medical conditions, maturity, and behaviours.
- The Principal will approve or deny bus applications

- The Director will share with the kindergarten team who is catching the bus and what days
- The Director will ensure records are kept for children going on and off the bus, including date, time and signatures

Families will:

- Notify kindergarten staff if their child has been accepted to catch the bus and what days they will be on it
- Notify the kindergarten if their child is not on the bus, on any given day
- Provide an Australian standard approved child seat for the bus
- Ensure their child can follow the Bus Behaviour Policy (Ardrossan Area School)

The Bus driver will

- Install car seats securely and to the recommendations of install
- Greet children and dismiss them from the bus each day
- Ensure children have seat belts on for all travelling
- Keep a roll of children who get on and off the bus each day
- Notify Kindergarten staff if a child did not get on the bus
- Complete a bus walk at the end of run to ensure no children are still on the bus

Educators will

- Collect children from the bus each morning, signing their name off the bus record sheet
- Drop children to the bus each afternoon and sign this onto the bus record sheet
- Ensure children have had an opportunity to go to the toilet before getting on the bus
- Assist children getting in and out of the bus
- Send a message or call families if a child was not on the bus

This policy has been endorsed by Governing Council

Chairperson:
Director : Ally Harvey

Signature
Signature