

## **BUS POLICY**

**It is important to have an Aboriginal staff member on board if possible for parent reassurance**

### **THE BUS CAN:**

- Only be utilised for Kindergarten purposes eg excursions or other Department business
- Only be driven by a DECD employee or outsourced to a private driver
- It is essential that a staff member be present on the vehicle at all times when transporting children
- The bus is provided for Aboriginal children to be transported to and from Kindergarten
- In the event of exceptional circumstances and there are available seats on the bus then non-Aboriginal children are able to be transported in the bus
- Be maintained as per the dealer instructions in the owner's manual and to be serviced by the recommended licensed dealer
- Be contactable via the mobile phone which is to be carried by the operator at all times and the DECD phone policy be strictly adhered to by employees
- Be housed overnight and during vacation periods on the grounds of the Kindergarten with the front gate secured

### **BUS TIMETABLE :**

- The bus will depart kindergarten at 8am Mon to Friday to start pickup
- The bus will depart Kindergarten at 2:50pm Mon to Thurs to drop off
- Friday the bus will depart Kindergarten at 11:30am to drop off Kindy children and Occasional Care/Pre-Entry children

### **PARENTS:**

- Need to follow the guidelines for their child to access the bus program
- Need to have their child ready at 8am for pickup and be home at 2:50pm to collect their child
- Need to ring if they are running late and an alternative drop off needs to be specified
- Need to be polite and courteous to staff and children on the bus
- Need to keep domestic disputes private
- If travelling on the bus need to sit at the back of the bus and observe the rules

### **STAFF NEED TO:**

- Arrive on time before or at 8am
- Be dressed appropriately with the visibility vest
- Document the numbers of children on the bus for the reporting purposes to the DECD and is required to be archived for future reference
- Check the list for messages and record any new messages
- Ensure all children are on the bus first and off the bus last and check the bus is empty
- Be polite and courteous to parents and community members
- Be calm and respectful to the children
- Assist children with their seatbelts
- Remain seated whilst the bus is moving
- Keep the door way clear
- Be aware of the risk assessment and how to action the plan

### **BUS DRIVER NEEDS TO;**

- Dress appropriately with flat shoes and visibility vest
- Refrain from inappropriate language
- Refrain from playing the radio and CD player unless it is educational
- Refrain from talking to others whilst driving unless necessary
- Have a medical examination every 12 months
- Refrain from using their mobile phone
- Be aware of the risk assessment and how to action the plan

**Please note no adult is allowed on the bus under the influence of drugs or alcohol**

**BE AWARE OF CONFIDENTIALITY AND PROFESSIONALISM**

*Reviewed May 2016 Next Review: May 2017*

