



Fraser Park Preschool-7 School



Government of South Australia
Department for Education

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Bus and Transport Policy

To be read with – Pulyeri Bus procedure

NQS

2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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National Regulations

Regs	99 (4)	Children leaving the education and care service premises
	168 (2)	Policies and procedures are required in relation to the following: (f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99

Aim

To support families with transport from home to Preschool and from Preschool to home to increase student attendance and wellbeing.

Related Policies

Enrolment Policy

Privacy and Confidentiality Policy

Pulyeri Bus Procedure Policy

Who is affected by this Policy?

Child

Parents

Family

Educator

Management

Implementation

Bus Books / Communication

As a method of communication between home and Preschool children who use the bus service a communication book is in the Fraser Park Front Office. If a child has a

change in their routine it is necessary to let the Front Office know. Parents / caregivers can ring the Front Office to notify of changes in their child's bus travel. It is also the parent / caregiver's responsibility to let the bus driver know if their child is not travelling on the bus both in the mornings and in the afternoon.

Supervision at bus stops

Parent /caregivers are responsible for the supervision of their children while waiting for the bus and when collecting their children from the bus. Where possible parents are advised to meet and collect their children on the side of the road in the direction the bus is travelling so that children are not crossing roads to meet the bus or their parents / caregivers

Processes for children and staff using buses

Records

A list (Bus roster) will be compiled for each school week detailing;

- The names of children travelling on the bus
- the days and times that they will be using the bus
- Parent names and emergency contact details

The list will be used each day to cross reference the service attendance records before and after each bus run

Permission Forms

Parents/ Caregivers give consent for their child/children to travel by the Fraser Park Preschool-7 bus/ private vehicle upon enrolment to Preschool. This information is kept on file and is updated at the start of each year.

Procedures

Each day when collecting or delivering children to the buses staff must ensure that;

- They carry a mobile phone, first aid kit and Asthma kit.
- Ensure that staffing ratios are adequate (1 staff to 10 children)
- Complete risk assessments for children requiring additional support, and put process in place to support this if required
- Have a knowledge of Fraser Park Preschool-7 schools procedures for responding to staff /child illness while travelling on the bus, vehicle accident and breakdowns and bushfires (and respond to these according to the procedures)
- Complete the daily checklist to record children getting on and off the bus
- Cross reference to checklists to ensure no children have been left on the bus, or have not got onto the bus

Induction

Staff

All DECD teaching staff (including known relief staff) we review the site bus policy and bus procedure at the beginning of each school year.

No staff member will be responsible for collecting children from, or taking children to buses without having first being shown the process by an experienced staff member.

Families

Families will be provided with a copy of the Bus Policy and related documents prior to their children using the Bus service. Opportunities will be provided for families to discuss their individual child's bus route and circumstances.

Children

Educators will support children to feel confident and capable in managing bus transport safely.

Children are expected to follow bus behaviour guidelines, wear seatbelts and follow the bus drivers instructions at all times.

On-going Maintenance

The Fraser Park Preschool-7 Bus will be serviced as per the recommendations in the Bus user manual. Odometer readings are required to be entered in the bus log book stored in the glove box.

The bus is stored overnight and locked in the bus shed on site at Fraser Park Preschool-7 school.

Review

The policy will be reviewed every 2 years. The review will be conducted by: Governing Council, Employees, Families, and Interested Parties.

Review	Changes made	Reason
September 2018	NQS Elements	NQS Update

Revised September 2018 Ratified October 2018