



# GLOSSOP PRIMARY COMMUNITY SCHOOL

P.O. BOX 115 GLOSSOP SA 5344

Phone: 8583 2386 Fax: 8583 2103 Email: dl.0153.info@schools.sa.edu.au

## **Guidelines for bus travel**

### Respect for the Bus Driver

Drivers have an enormous responsibility, both to student travellers and other road users. They need to concentrate on the job of driving 100%, and therefore students need to be responsible travellers, and not distract the driver in any way. Please respect the driver at all times and realise that travelling at no cost on an Education Department bus is a privilege, which can be removed.

### **Bus travellers need to be aware of the following rules and follow them closely**

- Please be at your bus stop five minutes before your bus is due to arrive. This gives you plenty of time. If you are not at your bus stop, the bus is unable to wait.
- Wait quietly at the bus stop and make sure you KEEP WELL BACK from the road.
- When the bus arrives STAND WELL BACK until the bus has stopped. Walk to the bus and get on sensibly.
- Be well mannered and polite when getting on and off the bus. Say 'hello' and 'goodbye'
- Go straight to your seat and sit down. Fasten your seatbelt. Sit with your back to the back of the seat and face forward (School bags need to be placed under your seat)
- Follow directions of the Driver for your own safety.
- Treat people and property with respect.
- Never allow any part of your body nor any object to be outside of the window.
- There is to be NO EATING on the bus.
- Students are not to move around the bus .
- REMAIN SEATED until the bus has stopped, THEN move quickly off the bus.
- Wait at the side of the bus until the bus has moved off. If you have to cross the road do NOT cross until the bus has driven away. It is important that other drivers can see you and you can see them as this visibility may be blocked by the bus itself. **DO NOT CROSS UNTIL THE ROAD IS CLEAR.**
- Travel only to agreed stops – any alteration must be negotiated – No casual travel to friend's houses or a relative's house is allowed without prior approval from the Principal.
- At all times you must make sure that you are looking after your own safety as well as being aware of the safety of others.
- **Should a child's behaviour be inappropriate, the following steps will be taken:**
- Verbal warning to an individual or group of students
- Children continuing to act within the guidelines will be issued with an:

### **Inappropriate Student Behaviour Warning Sheet**



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Each warning will be mailed / delivered to the family and a telephone call will be made to ensure that the note has been received / to clarify issues for other than the first warning. A reply slip is on the warning note and we ask that parents return the slip as confirmation of receipt.

Parents are responsible for any damage caused to the bus or seating by their children .

***Bus travel is a privilege and not a right – All travellers need to act appropriately and respect the rights of others.***

Please return this form to the front office of your school.

## **REPLY SLIP**

DECD Transport Unit requires that Parents/ caregivers be given written guidelines for bus travel . These are set out clearly in the attached sheet.

We are also requested to provide written advice to parents of students travelling on school buses that approval to travel is conditional on parents returning a signed statement agreeing to pay for any damage proven to be caused by their child(ren).

To complete the Approval To Travel Application, this completed and signed reply slip must be returned to the front Office at your child’s school.

Child(ren ) will not be able to travel until this is done.

## **PARENTS’ NAMES**

.....  
.....

## **CHILD( REN’S) NAMES AND DETAILS**

<u>CHILD’S NAME</u>	<u>SCHOOL</u>	<u>CAREGROUP TEACHER</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....

## **SIGNED REPLY**

1. We have read the Guidelines for Bus travel and discussed these with my child(ren).
2. We agree that these guidelines are a condition of travel on the School Bus.
3. We agree to pay for any damage proven to be caused by my / our child(ren)
4. We agree to support our student/s to wear a seatbelt for safety reasons at all times

(1).....(2).....