



Kadina Preschool

# Kadina Preschool Centre Bus Procedure



## Introduction:

Kadina Preschool Centre supports the provision of a bus service to enable children to access preschool sessions. It is a service not an entitlement that we have access to the Kadina Memorial School (KMS) bus run if space permits. As KMS is the site managing the service there are various expectations around behaviours of any age student to ensure the safety and wellbeing of all passengers as well as the driver. There is information available from KMS outlining the safety messages relating to waiting for the bus in the morning and afternoon as well as expected behaviour while on the bus. There are consequences for inappropriate and unsafe behaviour for any age child who is travelling on the bus and they are clearly listed on the brochure. We support and endorse the schools decision and will pass on any outcomes due to unsafe behaviour to a child's family, thereby ensuring the safety of all other children travelling on the bus.

**During catastrophic weather conditions and in case of bushfire we have been advised the bus service may not run; families accessing the bus will receive an SMS from the school notifying them of any changes.**

## Preschool staff responsibilities:

1. Direct families to Kadina Memorial School to obtain permission for bus travel.
2. The bus will drop children directly to Preschool. When the bus arrives, the driver will blow the horn and a staff member will go out and collect the children off the bus. This staff member will sign the children in.
3. At the end of the Kindy day, children will be collected by the bus out the front of the Preschool. A preschool staff member will wait on the inside of the fence with the children and make sure they board the bus and put their seat belt on. The staff member will sign the child/ren out.
4. Maintain a bus roster for all children with approval to catch the school bus.
5. Ring the bus driver during the day if there are children catching the bus in the afternoon or if no children are going home on the bus if this hasn't been discussed during the morning drop off.
6. Families to be given KMS Bus Safety Brochure reinforcing the schools decision re any behaviour issues when accessing the bus service.

## Parent/Caregivers responsibilities:

1. Obtain permission from Kadina Memorial School for their child/ren to access the school bus service.
2. Inform the Preschool with details, once permission has been obtained.
3. Discuss responsible bus travel with their child.
4. **Clearly mark your child's bag with a label/tag, etc with the Bus route and stop and days so that drivers are aware of which bus your child is supposed to be on.**
5. Inform Preschool staff if children are not going to be on the bus on their regular day/time.
6. Ring/message the Preschool if there are any notes etc. in the child's Kindy bag.
7. Make alternative travel arrangements when regular bus service is not operating due to school closure days, early vacation breaks, etc.

## Bus Driver responsibilities:

1. Supervise children getting off and on the connector bus in the morning and afternoon, making sure they get on the right bus
2. Follow the procedure for checking if there are any children left on the bus before disembarking after the drop off on return to the bus depot.