



# Kimba Community Kindergarten Bus Policy



Government  
of South Australia  
Department for Education

Kimba Community Kindergarten's bus policy and procedure has been developed in conjunction with Kimba Area School bus policy. We aim to provide a consistent and safe bus service for children and educators that supports families who require assistance with transporting their children to and from kindergarten.

To ensure the safety of children and educators, planning and protective measures have been taken. These include;

- Implementation of a daily routine
- Supervision and ensuring the 1:10 educator/child ratio
- Induction/reflection process undertaken by all staff
- Risk assessment
- Bus procedure

## **Eligibility and Consent Forms**

Preschool children are permitted to travel on department provided school buses subject to the following conditions;

- The child must reside out of the town limits
- Individual approval is given by the principal of Kimba Area School
- The bus is not involved in any additional travel
- There is available room on the bus. Permission can be withdrawn if the bus becomes full with primary or secondary students.

## **Reference to the National Quality Framework requirements**

### **Quality Area 2**

**2.3.1** – Children are adequately supervised at all times

**2.3.2** – Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury



# Kimba Community Kindergarten Bus Procedure



Government  
of South Australia  
Department for Education

## Morning bus run

Before the bus arrives at Kindergarten, the bus driver is responsible for:

- Assessing the condition of roads/weather to determine if a temporary change of route is required.
- Completing a visual safety check of the bus inside and out
- Ensure they have a first aid kit
- Carry their mobile phone for emergency use only
- Collecting children from their designated points
- Ensure that students bag's and school equipment is safely stowed
- Ensure all children are seated and restrained in their seatbelts while travelling

When the bus arrives at Kindergarten, a nominated educator is responsible for:

- Opening the gate as the buses arrive, greet and assist the children from the buses.
- Signing the children in on the attendance sheet
- Children's medication is removed from bags and placed in the basket on top of the fridge
- Padlocking the gate after the last bus has departed
- Communication books are checked to see if the child will be going back home on the bus or getting picked up by another person. This is then recorded in the book next to attendance sheet.

## Afternoon bus run

The nominated educator is responsible for:

- Preparing the children for the bus trip by ensuring all medication and belongings are secure in children's bags.
- Ensure they take with them, the bus information folder and first aid kit.
- Count the children and refer to the list of names to ensure every child is accounted for. Note, if there are more than 10 children travelling on the bus an additional educator will need to come to comply with educator to child ratio.
- Open the gate and safely walk the children to the bus and assist them on to their correct seats.
- Check that every child is seated and their seatbelts fastened before the bus moves.
- When the bus arrives at school the educator/s will assist children with unclicking their seatbelts and ensure they all have their bags/belongings. They are carefully assisted off the bus and supervised until their driver collects them.

- The bus driver walks their group of children to their bus and places them on the bus.
- The educator then visually checks that every child is on their correct bus with their seatbelt fastened. Once this is checked the children's names are ticked off the bus sign out sheet.
- The educator then walks to bus 1 and receives a trip back to kindy.

Once the educator is off the bus and back at kindy, the bus driver is responsible for;

- Ensuring that every child remains seated and restrained while travelling
- Supervises the children
- Ensure children are dropped at their designated points and guardians are present to collect the children.
- When all children have disembarked the bus, the driver must ensure the bus is completely empty by walking back to front and visually checking including underneath seats.
- Bus is cleaned

#### Parent/guardian responsibility:

- Every parent/guardian with a child utilising the department bus service to and from kindy is to complete a bus authority form, which will need to be approved and signed by the principal at Kimba Area School.
- Parents will need to notify the bus driver of any absences or changes to pick up or drop off arrangements.
- Parents are to notify the kindergarten of any changes or cancellations.
- Be on time to catch the bus and collect children
- Inform the bus driver if there are any medical conditions

## ***Emergency bus Procedure***

#### Bus breakdown

- Driver must stay with the bus and ensure the safety of children
- Driver to contact school by radio or phone
- Parents are notified
- The bus manager will determine a suitable course of action

#### Accident

- The driver is to stay at the scene with the children
- The driver will contact the school or 000 depending if there are injuries
- The bus manager will determine further course of action

## Bus Fire

- If the school is aware of an external fire in the vicinity of the bus routes, the buses will remain at the school. Parents will be notified to collect their children from school. The bus manager will dispatch the bus once the CFS has given the all clear
- If there is an external fire mid transit, the driver will ensure the safety of the children and return to school if possible
- The bus manager will determine further course of action

### Bus fire

- The driver will evacuate the children via the door or emergency evacuation windows
- Use the fire extinguisher if safe to do so
- The driver will then follow breakdown procedure

## ***Grievance Procedure***

If a parent or child has a concern regarding bus routes, drivers or any other bus related inquiry please contact the principal at Kimba Area School. Here the principal will consult with parties involved.

If the grievance is not resolved, the District Director will be contacted.

(To be reviewed May 2020)

[illegible]

