

MINLATON DISTRICT EARLY LEARNING CENTRE **USE OF BUS PROCEDURE**

In accordance with the Department for Education School Transport Policy, Principals must approve non-entitled students to travel on existing school buses under certain conditions. The Department has no responsibility to provide transport for preschool children, however preschool age children are permitted to travel on departmentally provided school buses subject to the following conditions:

- ♦ Individual approval is given in writing by the Principal controlling the bus
- ♦ there is available room on the bus; permission may be withdrawn if the bus becomes overcrowded with school students eligible for bus travel
- ♦ the bus is not involved in any additional travel
- ♦ the child is considered by the Principal in discussion with the Preschool Director to be mature enough to travel safely on the bus and without causing difficulties for the driver
- ♦ the child is met at the set down points

Parents requesting the use of a Department for Education bus from Minlaton District School require the following information and procedures to be adhered to:

- ♦ An 'Approval to use bus service' form and 'Authorisation for Transportation of Children' form returned and approved by Minlaton District School.
- ♦ A 'Bus confirmation form' returned to Minlaton District Early Learning Centre which confirms when your child will be on the bus.
- ♦ Parent/Authorised adult be at the bus stop to drop off and collect child at the bus stop time
- ♦ Parents/Caregivers notify the Kindy if someone different will be collecting their child from the bus stop so bus drivers can be notified.
- ♦ The child's regular bus route is to be clearly identified on the outside of their bag in the form of a colour coded tag provided by the centre.
- ♦ Parents discuss and arrange older children (sibling, relative, friend, preferably Year 4+) nominated to act as a buddy and look out for them on the bus.
- ♦ Should the bus not run for any reason (eg. days of catastrophic bushfire danger) every effort is made by the school to contact parents via the parent phone contact. We ask that parents also monitor the MDS Facebook page for updates.

Arrival to Kindy by bus

- ♦ If your child has bus approval, educators will expect your child to arrive on the bus.
- ♦ If your child will not be on the bus please contact the Kindy via SMS or phone before 8:30am. If your child doesn't arrive on the bus and we haven't been notified then you will receive a phone call confirming your child is not on the bus.
- ♦ Upon arrival of the bus to Minlaton District School, all Kindy children will stay seated in the front seats of the bus, while the school children disembark.
- ♦ A Preschool educator will assist the children from their bus to sit on the Department (yellow) bus.
- ♦ Once all children are seated on the yellow bus it will take the children to the Kindy.
- ♦ Upon arrival of the bus to the Kindy, children will be escorted from the bus by the educator into the gate.

Departure from Kindy by bus

- ♦ Upon departure children receive a colour coded bus tag on their wrist which identifies which bus they are attending. Children are accompanied by an educator/s on the bus, ensuring that children board the bus in a safe manner, are seated as requested by the Bus Driver and seat belts are fastened.
- ♦ When Kindy children arrive at the school in the afternoon they are assisted to assemble by the building to wait for their bus.
- ♦ One educator assists the children onto their specific bus while the other educator supervises the children by the building.
- ♦ Children are unable to be collected from MDS off of the bus.
- ♦ Bus Drivers are advised verbally and in writing by parents and staff of the days and times children will travel on the bus.
- ♦ Any changes to regular routine arrangements need to be communicated to the Kindy either via SMS or via phone call prior to 2pm.

SOURCES: Department for Education - School Transport Policy

Chairperson, Governing Council

Centre Director

Procedure Created:

Review Dates:

Policy Review Date

September 2016

September 2018, February 2020, October 2022

October 2024

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