

## **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- ◆ there is available room on the bus; permission may be withdrawn if the bus becomes overcrowded with school students eligible for bus travel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 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.
- ◆ 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 (siblings, relatives, friends, preferably Year 4 plus) 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 between 8:30am - 8:45am.
- ◆ Upon arrival of the bus to Minlaton District School, all Kindy children will stay seated while the school children disembark.
- ◆ When all buses have arrived a Preschool educator will assist the children from their bus to sit on the '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 a staff member 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 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 met by another Kindergarten educator who assists them to assemble by the tree to wait for their bus.
- ◆ One educator assists the children onto their specific bus while the other educator supervises the children by the tree.
- ◆ Any other arrangements to get on and off the Kindy bus are discussed with Centre staff.
- ◆ 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:**  
September 2016

**Review Dates:**  
September 2018, February 2020

**Policy Review Date**  
September 2022