

# Pinnaroo Kindergarten Bus Policy and Procedure

Kindergarten children are permitted to travel on departmentally provided school buses subject to the following conditions:

- they must be enrolled in Kindergarten or Pre Entry sessions at the Kindy.
- Kindergarten children are only allowed to travel on the bus on their allocated Kindy days and they are NOT able to use the bus service to travel to other services.
- individual approval is given in writing by the principal controlling the bus
- there is available room on the bus
- the bus is not involved in any additional travel
- the child is considered by the principal 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 point/s
- permission may be withdrawn if the bus becomes overcrowded with primary and secondary school students eligible for bus travel.

At Pinnaroo Kindergarten, the children access two different bus systems;

1. DECD funded buses that are managed through the school, and
2. A private bus contractor.

DECD and contractor buses are managed through the school. The kindergarten has no role in the approval for travel on a DECD bus or contractor bus.

## Travel Approval

Parents / Caregivers are required to fill in a *Permission to Travel on School Bus* form and return it to the front office of the school prior to their child travelling on the bus (these forms can be collected from the school). This form needs to be sighted by the Nominated Supervisor at the Kindergarten and a copy kept in the child's file for future reference.

Once permission has been gained from the school, parents / caregivers are required to let the Kindy know;

- that permission has been granted,
- the name of the bus run that their child will be on, and
- the days and times that their child will be travelling on the bus.

## Bus Communication

If a child has a change in their routine, it is necessary to let the Kindy know. Parents / caregivers need to ring the Kindy to notify of changes in their child's bus travel or put a note their child's Communication Book.

It is also the parent / caregiver's responsibility to let the bus driver know if their child is not travelling on the bus both in the mornings and/or the afternoon.

If there are any changes to the bus run or times that children will be using the bus the Kindy must be notified.

## Supervision at bus stops

Parent /caregivers are responsible for the supervision of their children while waiting for the bus and when collecting their children from the bus. Where possible parents are advised to meet and collect their children on the side of the road in the direction the bus is travelling so that children are not crossing roads to meet the bus or their parents / caregivers.

## **Cancellation of Permission to Travel on Buses**

DECD – if the DECD bus becomes full preschool children will no longer be able to travel on the bus. The school would notify parent's caregivers in this instance.

Please contact the school Principal if you require additional information or have any bus issues.

## **Processes for children using buses**

### **Records**

**A list** (Bus roster) will be compiled detailing;

- The names of children travelling on the bus
- the bus they travel on
- the days and times that they will be using the bus
- Parent names and emergency contact details and phone numbers.

The list will be used each day to cross reference the service attendance records before and after each bus run.

Bus driver accreditation and approval process and records is completed by the school.

### **Permission Forms**

Parents must provide written consent for their child to travel to and from the service (school and Kindy forms are separate and follow this policy).

The Kindy permission form requires emergency contact details, and details of nominated adults who may collect the child).

### **Booster seats**

The principal (in consultation with parents) is responsible for determining whether a small child can travel safely on a school bus. If it is deemed the child cannot travel safely in a seat belted bus (e.g., due to the seatbelt cutting across the child's throat) then parents can be invited to supply a booster seat, as well as ensuring the child is correctly seated. Drivers are not responsible for ensuring children use booster seats and seatbelts.

### **Seating plan**

An established seating plan will position younger children toward the front of the bus, as close as practicable to the driver.

## **Responsibilities**

### **Kindergarten educators**

- Sighted and retained a copy of the Permission to Travel form in child's file.
- Greets the bus and supports children to get off the bus.
- Take children to the bus in the afternoon and help them use seatbelts, and where required booster seats.
- Acknowledge the arrival of bus children with children following their sign-in procedure, aiming to record their attendance on the roll by 9.30am daily.
- Contact parents/caregiver if a child is expected on the bus and does not arrive.

## **Parents/guardians**

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- If deemed necessary, provide a booster seat for their child which is compliant with Australian Safety Standards
- Drivers of school buses are not required to ensure that children wear seat belts or are appropriately secured if a booster seat is in operation.
- It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- Arrive at the bus stop 5 minutes prior to departure in the mornings
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.

## **Conditions of travel**

To ensure the safety of all passengers on the school buses, the following conditions apply at all times.

### **To ensure safe travel on school buses, children must agree to the following:**

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus, only cross the road when the bus has left and accompanied by a parent/caregiver.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

### **To ensure children are considerate to one another and their bus driver, they must agree to:**

- Not eat, drink or smoke while on the school bus.
- Use a standard conversational tone and do not call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining the school bus safety and also have the authority to report any misbehaviour or vandalism.

Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

### **Non-compliance with any of the above conditions may result in the following:**

- The driver will stop the bus.
- The offender's name and full details of the breach will be recorded.
- The offender will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal, who in turn will notify the Kindergarten if incident involves Kindergarten children
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.

**Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:**

- First offence – verbal warning to student
- Second offence – written warning to parent/guardian.
- Third offence – one-week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

### **Induction**

#### ***Staff***

All DECD teaching staff (including known relief staff) will review the site bus policy at the beginning of each school year.

No staff member will be responsible for collecting children from, or taking children to buses without having first being shown the process by an experienced staff member.

#### ***Families***

Families will be provided with a copy of the Bus policy and related documents prior to their children using the Bus service. Forms must be signed and returned to the school for the Principal's approval before bus travel is allowed.

#### ***Children***

Educators will support bus children to feel confident and capable in managing bus transport safely.

**Policy ratified April 2018**

**To be Reviewed February 2019, or after an incident has occurred and then every two years**