



# TRAVELLING HOME BY SCHOOL BUS

This procedure is applicable to: all DECD employees.

## DOCUMENT CONTROL

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### REVISION RECORD

Date	Version	Revision description
21/06/13	1 <sup>st</sup> Draft	Draft created and viewed by all Preschool Families
12/08/14	Final Draft	Passed at Preschool Parents Committee Meeting on 12/08/2014 to hand over to Governing Council for ratification
20/08/14	Final Draft	Forwarded onto the Governing Council to be added to the agenda for the next meeting for final ratification
15/09/14	Final Draft	Ratified by Governing Council
05/08/15	Reviewed	Policy reviewed by Preschool Staff and forwarded onto Early Years Sub Committee for further review.
10/08/15	Ratified	Policy ratified at Governing Council Meeting.
20/06/16	Reviewed	Policy Reviewed by Early Years Sub Committee and ratified by Governing Council

## 1. TITLE

### TRAVELLING HOME BY SCHOOL BUS

## 2. PURPOSE

To ensure Preschool children travel home by school bus safely

## 3. SCOPE

This procedure applies to all educators at Tintinara Preschool

## 4. OBJECTIVES

Preschool children are allowed to use the school buses, to travel to and from the centre, providing consent has been obtained from the school, the bus drivers and there is room on the bus.

This is a privilege for Preschool families.

## 5. PROCEDURE DETAIL

- Remain seated at all times while bus is in motion, where seat belts are supplied in buses
- parents/caregivers are to provide an approved child care seat to be used in the bus
- Remain seated until the bus has stopped, and then alight as quickly as possible
- Remain standing on the roadside until the bus has left, before crossing the road
- Do not eat or drink on the bus, unless permission is given by the driver
- Put all paper and/or food scraps in the bins provided, as you get off the bus
- Put bags under seats and not in the aisle
- Keep noise down to an acceptable level
- Sit in assigned seat at all times, unless directed to move or the driver gives permission to move

**PLEASE NOTE: THE FOLLOWING INFORMATION IS FROM THE DECD SCHOOL TRANSPORT POLICY (PAGE 27) WHICH WAS APPROVED 14<sup>TH</sup> SEPTEMBER 2012.**

### Seat belts

As part of the increased safety standards for school buses, DECD-owned and contracted buses are progressively being replaced with buses fitted with seat belts. With the installation of seat belts, a new policy has been established by DECD to maximise student safety. Whilst the current legislation does not specify that children must use seat belts in school buses (even if they are fitted), DECD expects students to use them in the interest of safety.

Drivers should encourage all students to use seatbelts, but not physically intervene if they choose not to do so. School bus drivers and contractors should report any child who refuses to wear their seatbelt to the principal.

Any damage to seats and seat belts may mean that seats are unusable and the bus may be defected until seats are repaired. Often, seats and seat belts cannot be repaired by local garages and repairs may need to be inspected by an engineer before use. This damage and the associated delays can lead to a loss of service to schools and students, as well as financial losses to school bus contractors.

Repair costs for all seat and/or seat belt damage caused by student vandalism will become the school's responsibility.

Transport Services, DECD will arrange and pay for any seat and seat belt repairs on DECD buses and then invoice schools accordingly. School bus contractors should also arrange and pay for repairs on their buses and invoice schools. Schools should recover these costs from parents where applicable.

### Booster seats

The principal is responsible, in liaison with parents and drivers, for determining whether a smaller child can travel safely on a bus. If the child cannot travel safely because of their size (i.e. seat belt cuts across their throat), then appropriate action must be taken before travel approval is given. In these cases, parents will be invited to supply a booster seat. It is the parent's responsibility to provide a booster seat which meets Australian Design Rules.

Refer to the following website for further information regarding suitable booster seats.

[www.infrastructure.gov.au/roads/motor/design/index.aspx](http://www.infrastructure.gov.au/roads/motor/design/index.aspx)

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 should be noted that in the case of children under four years of age travelling on school buses the use of capsules or inbuilt seat belt harness is not possible as the busses are not fitted with the relevant anchorage arrangements.

## 6. ROLES AND RESPONSIBILITIES

### Party / Parties

Preschool staff will assist children to get on the correct bus at the end of the day

### Roles and responsibilities

Ensure children safely get onto correct bus

Families have a responsibility to notify the Preschool if they are collecting their child from Preschool rather than using the bus.

## 7. MONITORING, EVALUATION AND REVIEW

Review on an annual basis