

Use of Bus Policy and Procedure

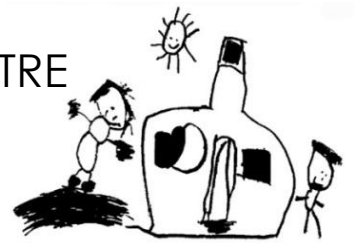
Links to the National Quality Standard

- 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and any hazard and reflect the best practice at all time.
- 7.1.2, Systems are in place to manage risk and ensure effective management and operation of quality service and contribute to continuous service improvement.

Policy Revised: February 2018

Approved by Governing Council: 14/03/18

Due for Review:



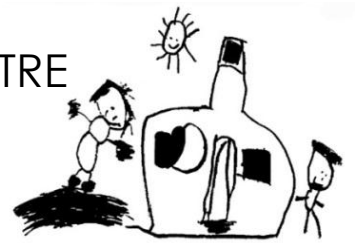
Use of Bus Policy and Procedures

In accordance with the Department of Education and Child Development (DECD) School Transport Policy, School Principals must approve non-entitled students to travel on existing school uses under certain conditions. DECD has no responsibility to provide transport for Preschool children. However preschool ages children are permitted to travel on departmentally provided school buses subject to the following conditions:

- Individual approval is given in writing by the School 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 Permission may be withdrawn if the bus becomes overcrowded with school students eligible for bus travel.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 School Principal in consultation with the Preschool Director to be mature enough to travel safely on the bus without causing difficulties for the driver.
- The preschool child is met at set down points.

Families requesting the use of a DECD organised bus from Yorketown Area School (YAS) require the following information and procedures to be adhered to:

- An "Approval to use bus service" form is returned to and approved by YAS.
- A "Bus confirmation form" is returned to YCCC.
- Upon arrival of the buses to YCCC a preschool educator will escort children into the Centre.
- Upon end of the day departure, a preschool educator will accompany children on the "pick up" bus and travel to YAS with those children. That educator will ensure children are placed on the correct buses as per their bag tag provided by YCCC. The educator will ensure the bus driver knows they are on the bus and their seat belts are fastened.



- The child's bus route is identified on their bag tag, along with child and family details and driver's name.
- Families are encouraged to find a buddy on the bus, preferably Year 4 and above
- YCCC educators will assume children are on the bus morning and night and must be notified if there is a change to this in a timely manner.
- Should the bus not run for any reason (eg: days of catastrophic bushfire danger) every effort is made by the school to contact the families by phone.
- Bus arrangements and Policy and Procedures are reviewed annually in agreement with YAS and bus drivers.

Sourced: DECD School Transport Policy.