



## BUS POLICY

1. RATIONALE:
  - 1.1. Student behaviour on and around buses, and the efficiency of bus services are of vital importance to student safety, an effective bus service and maintenance of student enrolments.
2. AIMS:
  - 2.1. To ensure that students travelling to and from our school by buses do so safely, and in a manner consistent with Department of Education and Training policies and regulations.
  - 2.2. To ensure bussing issues are dealt with effectively and efficiently.
3. IMPLEMENTATION:
  - 3.1. Students attending government schools are eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.
  - 3.2. Students attending government schools are also eligible for a Conveyance Allowance so long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.
  - 3.3. A student may access travel to a school other than the nearest school upon payment of a fare. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis.
  - 3.4. Fare paying students will be invoiced each term. Travel is conditional upon payment by due date.
  - 3.5. Neerim District Secondary College has the responsibility for the coordination of school buses, including coordination of student travellers, and coordination of Displan procedures etc.
  - 3.6. Our school will designate a staff member as the bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the NDSC bus coordinator.
  - 3.7. Our school bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of terms 1 and 3 each year.

**Bus Rules**

Remain well clear when bus is parking or leaving.  
Do not attempt to enter a moving bus.  
Keep all parts of body and other objects inside bus at all times.  
Remain seated until bus is parked.  
Students crossing the road after leaving a bus, do so at the rear of the bus.  
Follow all directions given by bus driver.

  - 3.8. This service is a privilege not a right. Consequences for misbehaviour will be consistent with the Student Code of Conduct, and may lead to suspension from using the bus service.
  - 3.9. The bus duty teachers will supervise the departure of buses from the school at the conclusion of each school day, including supervising the bus attendance roll.
  - 3.10. Buses will not depart until given permission to do so by the bus duty teacher.
  - 3.11. Close liaison between all school coordinators and the bus companies must be maintained.
  - 3.12. Each bus will have a NSPS bus captain whose duties end when all primary school children are on the bus.
  - 3.13. Each bus has a nominated secondary college bus captain.
4. EVALUATION
  - 4.1. This policy will be reviewed as part of the school's three year review cycle/