



Policy

Students will be assigned to the most appropriate bus by the Bus Coordinator. They will be issued a bus pass and will be required to travel on that bus unless they move house or there is a major reorganisation of the bus routes.

Bus travel is only to be used to go to and from home. The bus may not be used to travel to or from houses of grandparents or other relatives or to or from work.

Students who miss their regular school bus are not able to catch another school bus to get home. These students, who do not have the option of using a commercial route service bus to get home, will be helped by an Assistant Principal or Team Leader to get in touch with a parent/guardian so that they can get home.

The only exception occurs when students are visiting an alternative parent whose details are on the school database. These students will have both their primary family and alternative family on their bus pass, provided there is room on the required bus. These students will be added as ad hoc travellers and this will enable them to use the school bus to travel to either home as required.

The assignment of students to buses will be reviewed by the Bus Coordinator in September of each year when the bus loadings are required by the DEECD for the following year. The assignment will also be reviewed after the school census at the start of March when student numbers are established. If there is an issue arising from the assignment of a student to a particular bus, the Bus Coordinator will liaise with the parent to resolve the matter.

Students must abide by this policy, as published in the first newsletter of the school year, and the conditions of bus travel as detailed on the 'Application for Permission to Travel' forms that are signed by both the parents and the students.

Bus travel on a Temporary Basis

A student requiring travel on a school bus on a temporary basis for emergency purposes may apply, in writing, to the Bus Coordinator.

Students seeking to use the school contract bus service on an ad-hoc basis must be eligible travellers, have completed the required paperwork and the Bus Coordinator should be satisfied that the carriage of the student(s) will not disadvantage other passengers or result in an unacceptable loading.

Students who have an option of using a route service bus may not access a school bus.

Conditions of Bus Travel

Bus Passes

It is compulsory for students to carry their bus pass. Bus passes or other identification must be shown, on demand, to Bus Drivers, Bus Captains and any Upper Yarra Secondary College staff member.

Students who lose their bus pass may purchase a new pass through the school. When the receipt for payment is shown to the bus co-ordinator a temporary pass will be issued until the new pass arrives. Bus passes must be retained until replaced by new ones the following year.

Temporary passes for students who forget their bus pass are **not issued**.

Students who forget their bus pass will be able to access the bus, however, if a student does not have their bus pass on any particular day this will be recorded on a bus roll by the Bus Driver, Bus Captain or UYSC staff members and the student will be reminded that they must carry their pass.

After a verbal warning a letter will be sent home to parents detailing student infractions prior to the student being suspended from school on the third occasion they present without a pass. Under Ministerial Order 184, students may be suspended for failing to comply with a reasonable and clearly communicated instruction of a principal, teacher or other staff member.

Behaviour on the Bus

If students do not behave in an acceptable fashion, they will be reported to the Bus Coordinator who will issue them with a verbal warning. If a second offence is committed, the Bus Coordinator will issue a written warning or determine further consequences.

If a student has been warned about poor behaviour on the buses, they may be excluded from bus travel. If a student is to be excluded from bus travel, their parents will be notified by 5 p.m. the day before bus travel is withdrawn.

If the Bus Coordinator regards a first offence as sufficiently serious, they will consult with the Principal and will jointly determine suitable consequences. These consequences could involve exclusion from bus travel and/or suspension from school.

It is understood that exclusion from the free bus service can be a genuine inconvenience for some students and parents, especially those who do not live near the commercial bus routes. However, the safety of all students, Bus Drivers and the general public must be our primary concern.

Behaviour at Bus Stops

Students will wait in a safe manner at the bus stops along the routes to school in the morning. Misbehaviour at the bus stops is unacceptable and can be reported to the bus co-ordinator by the bus driver, bus captain or other students.

Students must wait behind the barriers at the UYSC bus loop until the bus arrives. Students arriving from other schools to use the school bus must exit via the barrier exit nearest the bus. The bus driver may choose to delay student entry to the bus or the departure of the bus if students do not enter the bus in an orderly fashion.

Yard Duty staff are assigned to monitor student behaviour as they arrive in the morning and catch buses in the afternoon. The duty teacher may be called to assist in the case of disorderly behaviour. The bus co-ordinator will work in conjunction with other staff to do random checks of bus passes when students arrive in the morning or when they leave in the afternoon.

It should be noted that exclusion from bus travel is not an excuse for students to stay away from school. Parents are asked to support the school's policy by insisting that students attend school, even if they are not allowed to travel on the bus.

Liaison with the bus companies will be via the Bus Co-ordinator who will notify them of exclusions, changes which result from student Free Days, Sports Days etc.

Evaluation

This policy will be reviewed annually, in conjunction with the Principal, after the Bus Loadings are determined for the following year.