

2021 Updated bus policy and Parent info sheets



Government of South Australia
Department for Education

The intention is that this document contains a single reference for all information and draft letters for parents and bus drivers

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Section 1: Overview

Information for Parents / Drivers

1. Running late / not using the bus on a given day

i. Buses run to a timetable – please be at your stop no later than 2 minutes before your scheduled drop off / collection

ii. Bus drivers will not leave students unattended at a stop off unless negotiated with a parent.

Otherwise, they will return to the school with the child

iii. All students, regardless of age, must have a signed consent note if they are being delivered to their bus stop and left with no adult present

iv. Change in use of the bus

1. In the Mornings: If possible, please contact your buses phone and leave a text message if you are running late or not using the bus.

2. It's at the driver's discretion to wait a minute or so if you are running late. Not all areas have mobile phone coverage.

3. In the afternoon: Contact the school and the bus roll will be updated so the driver knows there is a change.

4. Inform the school regarding recurring sporting events / training absences etc.

5. Please see Section 2 for letter to parents covering general use of bus

v. Casual Rides on a bus

1. Provided there are free seats available casual rides can be provided for students.

2. School Bus:

a. If a casual ride is required on a School Bus in the morning, contact the driver to confirm that space is available.

b. If a casual ride is required for the afternoon contact the school to make the request. Seating availability will be confirmed and drivers will be informed by the school.

c. There is no charge for casual rides on School buses.


3. Naracoorte Bus:

a. If a casual ride is required on a School Bus in the morning, contact the driver to see if space is available.

b. If a casual ride is required for the afternoon contact the school to make the request. Seating availability will be confirmed and drivers will be informed by the school.

c. There is a \$ XX charge for a casual ride on the Naracoorte bus. Parents will be invoiced for casual rides.

2. Student behavior on the bus

- i. School rules apply.
 - ii. Wearing of seat belts is mandatory.
 - iii. Assigned seating is at the discretion of the driver. A child can be re-seated to ensure behavior concerns are resolved.
 - iv. If there is behavior concern on the bus the driver will manage this and report how this is being managed to parents. Student behavior will be reported to the school if it becomes an ongoing concern.
 - v. If the behavior issue cannot be resolved the issue will be reported to the bus coordinator / principal's nominee for follow up.
 - vi. Continued non-compliance with behavior expectations will cause removal from using the bus for a period to be determined by the principal in consultation with parents.
 - vii. Eating on buses is at the discretion of the driver. However, there are no glass bottles permitted.
 - viii. If your child reports a concern, make sure they have reported this to the driver who should be the first point of contact.
 - ix. In the event of a breakdown students are to remain seated and follow driver instructions. Senior students are expected to set the example for younger students and support the driver.
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Information for Bus Drivers

1. Backup drivers

- a. School Buses: All backup drivers need accreditation and that this information is provided to the school for photocopying and filing.
- b. Drivers can manage this process and report to Bus Coordinator / Principal's delegate when arranged.
- c. Naracoorte bus. Driver swaps are to be coordinated via the principal (as of 2021) or their delegate and these are to be coordinated through the Daily Routines coordinator.

2. Student Behavior Consistent with the Parent Information "Student behavior on the bus" section above:

- a. Drivers are responsible for managing behavior on their buses – this includes responding to student raised concerns and reporting Bus Coordinator / Principal's delegate if there is an ongoing issue or concern.
- b. Drivers are expected to manage student seating to ensure that behavior issues are appropriately addressed
- c. If there is a concern about an ongoing student behavior contact the Coordinator / Principal's delegate for them to contact the parent. Provide adequate factual detail about what has been attempted to manage the issue and what communication has happened with the parent / student.

3. Breakdowns

In the event of a breakdown our number one concern is the safety and wellbeing of all students and the driver. For these reasons we cannot allow individual pickups from the breakdown site and guarantee the safety of all children and that we are compliant with all of the departmental guidelines.

- a. In the event of breakdown, the driver will ensure all students remain on the bus and seated.
- b. If in mobile range the driver will contact the school on 8766 2084 and provide the location to the nearest stop (before or after) of the breakdown
- c. If not in mobile range the driver will advise school in via any means possible, via UHF or others.
- d. The school will contact passenger parents via Schoolstream and SMS text to notify of a breakdown delay and the school will update parents with further information as it comes to hand.
- e. In the event of student toileting, personal overheating / discomfort whilst waiting for repair or pick up, the driver exercises discretion to assess and manage.
- f. Timeline:
 - i. The school will coordinate an alternative bus.
 - ii. The driver will not be contacting parents to come and collect their kids from the broken-down bus.
 - iii. The school will coordinate the collection of children with parents, if required.
 - iv. If children directly contact their parents about the breakdown, parents are to contact the school regarding the situation.
 - v. For safety reasons parents are not to come to the bus and collect their children directly. And under no circumstances are parents to collect other parents' children from the roadside breakdown location.

- vi. Children whose parents cannot be contacted or collected will return to the school.
- vii. The school will update parents accordingly (i.e., run is continuing but delayed or children are to be collected from school)

4. Reporting faults

- a. School buses – Report to Service provider
- b. Naracoorte bus – On the day of the fault log this on the Teams document and
- c. The driver is to take the bus to Bulls for the fault to be addressed immediately if it is a safety concern.
- d. If a fault is detected during monthly safety inspection it is to be recorded, logged on Teams and the driver is to take the bus to BULLS for immediate rectification if it is a safety concern and or to flag a need to repair during service.
- e. School Buses / BULLS buses – report to Bulls to be addressed

5. New Students / Seating Availability

- a. Drivers are to direct parent requests for student seating availability to the school so that consideration can be given to permanent / casual seating availability.
- b. Preschool students are not entitled to a seat. Direct all parent enquiries to the school so that seating availability can be confirmed.

6. End of day

- a. A driver is to contact front office on 8766 2084 if teacher on duty does not arrive

7. Schedule

- a. The schedule is to be complied with. There is a 2-minute grace waiting period after the rostered stop time.



Information for Catastrophic Bushfire Days

The Department for Education has determined that even though we are not a category 1 or 2 school, **our buses will not run on catastrophic fire days and our school site will be closed.**

On catastrophic fire danger days in the Lower South East CFS fire ban district our school will be **closed** and no one is permitted on site. After school sports or activities will also be cancelled. If a catastrophic fire danger day is forecast, we will inform families of a closure after 4pm the day before via email on EdSmart.

If the CFS upgrade the fire danger rating to catastrophic on the day, our school will remain open. This is in line with the department's processes and allows us to more easily manage communication with parents and caregivers in the event that a closure of the school is recommended by the department.

Information for Bus evacuation In the event of an emergency requiring evacuation:

1. Park the bus as close to the shoulder of the road as possible
2. Turn hazard lights on
3. Set the parking brake
4. Turn the engine off and remove keys
5. Stand facing the rear of the bus
6. Give the command: "Remain seated; prepare to evacuate."
7. Direct students to evacuate the bus in an order that is safe and supportive.
8. Check the bus from the very back seat to the front, making sure it is empty.
9. Have evacuating students move to a safe distance and keep them there as a group, away from any dangerous area.
10. Continue to check for students while removing the bus roll sheet, fire extinguisher or first aid kit, if needed.
11. Call or have someone call the emergency services and the school, as necessary. Remain with students until assistance arrives.

A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary. Normally, the front entrance will be available, but the emergency door can be used as the primary exit during an emergency.

- Student reminders during an Emergency Evacuation
- Listen to the driver's instructions or to an older student if the driver is busy.
- Be calm, quiet and do not panic.
- Leave your belongings behind.
- Leave the bus quickly without pushing or shouting.
- Walk to a safe place and stay together.

Section 2: letters to parents

Parent Letter - procedures for students who travel on bus

Date

Dear Parents and Caregivers

To assist our staff and bus drivers (who all have duty of care for your children) in the correct procedures for students who travel on buses, could all families please note the following:

- If a student is not travelling by bus in the morning it is not necessary to notify the school but a courtesy message to the driver is appreciated.
- If a student is not travelling by bus in the afternoon, a signed note or a phone call to the front office must be provided. Parents may come and collect their children from the bus bay area in the afternoon but please be aware that we are not able to send your children with any other person without prior written or verbal consent from parents.
- Please provide the information regarding the regular usage of the bus service on the form attached (Term 1 & 2) and return it to the school. (eg Football, netball training, Milo cricket, etc). Indicate whether each of your children will be on the bus in the mornings and afternoons on each day.
- All students, **regardless of age**, must have a signed consent note if they are being delivered to their bus stop and left with no adult present. Please also sign this note and return to school as soon as possible. **If you do not sign and return this note and you do not meet your child at the bus stop your child will return to school with the driver** and you will need to make arrangements to collect them from school.