

# **LONGFORD PRIMARY SCHOOL SCHOOL BUS TRAVEL PROTOCOL**

## **PURPOSE:**

- To ensure and reinforce that the safety and security of all bus travellers is of major importance to our school. This policy defines a set of easy to understand rules that all children are expected to follow.

## **BACKGROUND:**

- Approximately one third of the school's population travel to school on buses. The cost of bus travel is fully funded by the Victorian Government.

## **BUS RULES:**

### **At the Bus Stop:**

1. It is suggested you arrive early at the bus stop, five minutes before the scheduled departure time.
2. Wait quietly for the bus.
3. Do not approach the bus until it has stopped.
4. Enter the bus without pushing.

### **On the Bus:**

1. Follow the driver's instructions.
2. Find a seat quickly and remain seated.
3. Keep the bus tidy.
4. Talk quietly, so the driver is not distracted.
5. Keep arms, heads, etc. inside windows.
6. Listen to the bus captain.
7. Keep your bags clear of the bus aisle.

### **Leaving the Bus:**

1. Wait for the bus to stop before leaving your seat.
2. Wait for the bus to leave before crossing the road.
3. Ask your parents to park on the same side as the bus stop, where possible, when picking you up. Remember to leave room for the bus to pull in.

### **Buses Departing the School:**

1. All children to line up on the basketball court at 3.40 p.m.
2. Teachers are responsible for marking rolls, accounting for pupils and supervising children until all buses have departed.
3. Children to assemble in multi purpose room / breezeway on wet weather days.

## **BUS CO-ORDINATION**

Buses are co-ordinated by designated staff at Sale College.

## **CONSEQUENCES OF INAPPROPRIATE BUS BEHAVIOUR**

1. The principal or bus coordinator will issue a warning and contact the parent/guardian.
2. If a second offence occurs (depending on the severity) the student may be suspended for a period of time

## **EVALUATION**

Regular contact with bus drivers and school bus co-ordinator regarding bus behaviour.

