



COOMANDOOK AREA SCHOOL

Striving to Make the Difference

BUS POLICY

Ratified 2024
Review in 2026





Coomandook Area School Bus Policy

NB: This policy takes into consideration buses which service students of Coomandook Area School and students on ByPass.

Department for Education Contracted Buses

Contracted buses which service Coomandook Area School are managed through Coomandook Area School.

In order for a child to travel on a Department for Education contracted bus under Coomandook Area School management they must be

- an eligible student enrolled at Coomandook Area School
- an eligible student on an approved Bypass; i.e. attending Coomandook Area School, which is outside their “zoned” school.
- enrolled at CAS as a Pre-School student

Pre-School children are only allowed to travel on the bus on their allocated Pre-School days and they are NOT able to use the bus service to travel to other services. If there are any changes to the bus run or times (e.g. Pupil Free Days, Early Dismissal) the bus company are to be notified 2 weeks prior where possible.

Parents / Caregivers of Pre-School students or Bypass Students are required to fill in a *Bypass* application form and return it to the front office of the school prior to their child travelling on the bus (details can be obtained from School). A Bypass process must be undertaken and approved as students are not automatically made eligible to access the bus.

Relevant Information required for travellers:

Eligible CAS Students	Bypass Approval for Pre-School Students	Bypass Approval for Primary and Secondary Students outside the Coomandook Area School zone
	Bypass Application form completed and approved	Bypass Application form completed and approved
Bus driver notified of student requiring bus & location of stop	Bus driver notified of student requiring bus & location of stop	Bus driver notified of student requiring bus & location of stop
Medical conditions noted and provided to the bus driver	Medical Conditions noted and provided to the bus driver	Medical Conditions noted and provided to the bus driver
Risk Assessment relating to medical condition and medication	Risk Assessment relating to medical condition and medication	Risk Assessment relating to medical condition and medication
	Booster seat requirement Liaise with Principal and Driver as necessary	



Bus Travel for Bypass students and Pre-School students:

Pre-School children and students who are Bypassing their zoned school are classified as 'non entitled travellers' on Department for Education contracted buses. This means that if room is available they can use the service, but if buses are full they cannot use the service.

Communication

Parents/Caregivers must notify the school if their child requests an alternate bus route for family/social arrangements. This can be done by phone, through the relevant electronic notification system OR via a Bus Travel Notification slip which is included in the Coomandook Area School Newsletter from time to time. Parents /caregivers must also phone the School to notify of changes in their child's bus travel, if the change is required at short notice. **It is also the parent / caregiver's responsibility to let the bus driver know if their child is not travelling on the bus both in the mornings and in the afternoon if possible.**

The Principal will provide a phone number to the bus drivers to contact them should an emergency situation arise (e.g. incident/event/situation). This enables drivers to have access to support before and after school hours.

Supervision at bus stops

Parent /caregivers are responsible for the supervision of their children while waiting for the bus and when collecting their children from the bus. Parents/Caregivers of younger students need to discuss contingency plans for drop offs with their bus driver, in the case of an emergency.

Where possible parents are advised to meet and collect their children on the side of the road in the direction the bus is travelling so that children are not crossing roads to meet the bus or their parents / caregivers. Parents/Caregivers are expected to be at bus stops five minutes before designated times on all occasions.

Processes for children and staff using buses

Roll Books

Each Bus is provided with a timetable, parent contact details and details of student medical conditions, where appropriate.

Each Bus is provided with a Bus Roll Book, marked each morning and night and returned to the school weekly.

BusBiz Bus service will provide the school with a document each term with driver details (licence and accreditation)

Procedures

Each day when collecting or delivering children, drivers must ensure that;

- The bus carries a mobile phone, first aid kit and other emergency equipment
- Have knowledge of Coomandook Area School's procedures for responding to staff /child illness while travelling on the bus, vehicle accident and breakdowns and bushfires (and respond to these according to the procedures)
- Complete the daily roll book to record children getting on and off the bus
- Cross reference to checklists to ensure no children have been left on the bus, or have not got onto the bus unseen

Coomandook Area School students are monitored by teaching staff who are allocated via Yard/Bus Duty Roster. Pre-School students are collected from and accompanied to the appropriate bus morning and afternoon.



Induction

Staff

All Department for Education teaching staff (including known relief staff) will review the site bus policy at the beginning of each school year.

Families

Families can access a copy of the Bus policy and related documents on the school's website prior to their children using the Bus service. Opportunities will be provided for families to discuss their individual child's bus route and circumstances if necessary. Website address: www.coomyas.sa.edu.au

BEHAVIOUR MANAGEMENT POLICY- BUS TRAVELLERS

It is the right of all school bus travellers to have the safest possible service provided.

The driver will treat all students respectfully and in turn will be treated respectfully by all students.

It is the responsibility of all bus users to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers.

In order for this to occur the following rules apply to all bus passengers.

1. Enter, travel and leave the bus in a safe and respectful manner.
2. Remain in your allocated seat, facing forward at all times.
3. Seatbelts must be worn at all times.
4. Do not annoy any passengers or the driver.
5. Respect all property – Do not damage the bus or any other items on the bus.
6. Talk quietly without the use of offensive language.
7. Do not throw any items, either inside or outside the bus.
8. No eating or drinking, except water.
9. Place bags at your feet or under seat, not in the aisles. One additional hand held item may be carried if necessary, but the item needs to remain on the student's lap at all times.
10. Students are not allowed to distract the driver or endanger other passengers under any circumstances.

Driver's Responsibilities:

Minor breaches of the rules will be addressed by the driver. The driver will report serious breaches of the above rules and any incident or concern that interferes with the safe operation of the bus, to the Principal or nominee of the school. The Principal or nominee will apply appropriate consequences in line with the school's Behaviour Policy. Parents/caregivers will be informed of any serious breach.

Consequences will be applied:

- Formal warning (written letter)
- After the 3rd official written warning, suspension from bus travel.

Should a parent/caregiver believe an injustice has occurred they may use the school's grievance procedure to discuss.