

# Code of Conduct for Student Bus Travel Policy

Safety and student conduct during travel to and from school are viewed as serious and significant matters. All students who travel on the chartered Overnewton Anglican Community College (the College) buses must read, agree, and sign, in conjunction with their parent/guardian the *Code of Conduct for Bus Travel Policy*.

## PURPOSE

The purpose of this policy is to outline the specific responsibilities and expectations of students who access the College chartered bus service. Student behaviour, in particular, whilst waiting for and traveling on the school buses, is of vital importance to their safety and wellbeing.

In line with the *Code of Conduct for Student Bus Travel* aims to:

- ensure safe transport environments for students to arrive at, and leave, the College;
- take all reasonable measures to ensure the safety of students travelling by bus;
- provide students with guidance on how they are expected to behave on buses and whilst waiting at bus stops.

## SCOPE

This document applies to all students who access the College chartered bus service. Parents/guardians and College staff are also to be familiar with the policy and support its implementation.

## POLICY IMPLEMENTATION

### CONDITIONS OF TRAVEL

To ensure the safety of all passengers traveling on the College chartered bus service, the following conditions apply at all times.

Students accessing the bus service are expected to:

- wait calmly, quietly and in an orderly fashion away from the road at all times whilst waiting for the bus;
- ensure the bus has stopped completely before attempting to board;
- wait for the direction of staff prior to boarding any bus;
- follow the directives provided by College staff or the bus driver at all times;
- 'tap on' and 'tap off' the bus using their school ID card;  
***NB: Failure to produce their ID card (bus pass) when boarding the afternoon bus will result in the student being denied access to bus travel. In these instances, the parent/guardian will be required to collect the student from the school. The student will need to obtain a replacement ID card (at cost to the parent/guardian) prior to being permitted to utilise the bus service.***
- place bags and other belongings on the floor of the selected seat (or in the overhead storage area);
- sit in an allocated seat, if this has been instructed;
- secure their seatbelt immediately upon being seated on the bus;
- ensure their seatbelt remains secured for the duration of the journey;
- remain in their seat at all times whilst the bus is moving;
- ensure their voices remain at a low volume, so as not to distract the bus driver (screaming or yelling on the bus is prohibited);

- use a standard conversational tone when speaking on the bus to the person next to them; profanities or offensive language are prohibited;
- refrain from speaking to the bus driver whilst the bus is in motion;
- keep all body parts inside the bus at all times; under no circumstances are body parts to protrude from the bus;
- ensure objects are not thrown within, or out of the bus;
- refrain from consuming food and/or drink on the bus;
- abstain from smoking or vaping on the bus; this is strictly prohibited;
- respect other people and their property whilst on the bus;
- ensure they do not damage the bus or it's equipment/resources in any way (including vandalism of any kind);
- take responsibility for their own behaviour and conduct themselves in a respectful and safe manner during the bus journey; boisterous conduct or any action which may distract the driver or cause injury to other students on is not permitted;
- conduct themselves in accordance with the College's *Taking Responsibility* and *Anti-Bullying Policies* whilst undertaking bus travel;
- disembark from the bus in an orderly manner;
- ensure they take all rubbish and belongings with them when disembarking from the bus;
- remain clear of the bus after disembarking to ensure it can safely resume its journey; never crossing the road in front of the bus;
- travel on the correct designated bus to school or home location (traveling to an event or different venue than has been registered is not permitted).

Students should be aware that all school-chartered buses are fitted with CCTV systems. Their behaviour can be observed and monitored via the CCTV footage at any time by College staff and the bus company.

## CONSEQUENCES FOR NOT MEETING THE CODE OF CONDUCT

If a student fails to meet the expectations outlined in the *Student Responsibilities and Code of Conduct for Bus Travel Policy*, the following consequences will apply:

<b>First incident</b>	Verbal warning issued by the bus driver
<b>Second incident</b>	Bus driver will inform the College and CCTV footage may be reviewed. A formal warning will be issued by the relevant Year Level Leader or Deputy Head of School. A review of the <i>Code of Conduct for Student Bus Travel</i> with the student involved, and an outline of the consequences of continued misconduct will take place at this time. Parents will also be informed.
<b>Third incident</b>	CCTV footage will be reviewed by the Head of School and temporary exclusion from school bus travel will instilled be for a period of time (as determined by the Head of School). During the exclusion period, it is the responsibility of parent/guardian to arrange transport for the student to and from school each day. The student and their parent/guardian will meet with the Head of School to discuss re-entry to bus travel and consequences of further misconduct at the conclusion of the exclusion period.
<b>Fourth incident</b>	The student and parent/guardian will be invited to meet with the Deputy Principal/Head of Campus and permanent exclusion from all school bus travel will be actioned.

In more serious breaches of the Code, some steps in this process may be omitted and the student may be immediately excluded from all bus travel on the bus as determined by the College.

## AGREEMENT

All students enrolled to access the College chartered bus service must read this agreement prior to being permitted to travel on a bus. Students in Years 5 – 12 are expected to respond via the Microsoft Form (refer to link below). Parents of students in Years Prep – 4 will discuss this with their child/ren and respond on their behalf.

***NB: One agreement per student is to be signed.***

Link to Code of Conduct for Student Bus Travel Agreement – <https://forms.office.com/r/RPXR2hLVLj>