



Bus Procedures Policy

Checked and updated on:

Checked and updated by:

The Bus Procedures Policy has been put in place to assist the school in providing a safe and efficient bus service for students. For Parental responsibilities, pupil safety and operational guidelines please see the **Bus Users Policy**.

The bus procedure policy is created in line with the MoEHE latest circular documents.

Health and Safety

Each bus will include 1 adult who has received basic first aid training. Every bus is required to contain a basic first aid kit. This should include a contents checklist. This is to be checked regularly for expired or missing items. First aid kits should be fully stocked at all times. Any used items should be replaced immediately.

Each bus will clearly display a seating plan for all children. Children will be seated according to pick up and drop off locations. In order of first to last drop off/ pick up.

The school will work alongside Baatco to provide, where necessary, separate buses for primary and secondary students.

To ensure the safety of children entering and exiting the school bus it is required for all buses to stop on the right side of the road adjacent to a walkway. Students will only be allowed to exit or enter the vehicle from a walkway. Under no circumstances should a child be allowed to walk in front or behind a bus during entering and exiting the vehicle.

All buses will be provided with an emergency contact list. This is to be used in accordance with the Emergency Management Plan.

Randomly selected parents will be contacted each week to ensure that children have arrived home safely.

All drop off and pick locations have been checked to ensure they meet the required guidelines stated within this policy.

School Designated Bus Bay

Within school all buses will drop off and collect children from the designated bus bay within the school grounds. This is clearly marked with painted road signs and signposts. The bus bay is sectioned off from the carpark using traffic cones. All vehicles entering and exiting the school grounds are monitored by a designated security team positioned at the entrance gates. Children will only be allowed to enter and exit the vehicle when it is stopped.

Bus Registers

There are a total of 4 registers in use to monitor students using the bus service.

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- Bus nannies will register students as they enter the bus in the morning.
- Members of school staff will register students as they arrive at school.
- Members of school staff will register students as they enter the bus to begin drop off.
- Bus nanny will register the students as they exit the bus at the designated drop off point.

All buses are to be checked by a member of school staff or the bus nanny to ensure that all children have exited the bus and no child's property is left behind once the service has ended.

Parents will be contacted for any child who is absent from the bus register once the buses arrive at school.

Emergency Management Plan

In the event of a breakdown, accident or emergency situations, bus nannies will contact, if required, the correct emergency services, bus operations manager and the principal. It is the responsibility of the bus operations manager and principal to contact any parents of children affected by the emergency.

If appropriate the designated first aid lead on the bus will perform basic first aid using the provided first aid kit on each bus. Parents will be contacted if first aid is performed for any reason. All first aid provided will be logged using the school clinics incident report log sheet.

In cases of breakdown, it will be the responsibility of the bus operations manager to ensure that alternative transportation is arranged to ensure children reach the required destination safely.

In instances of late drop off or pick up parents will be contacted by either a bus nanny or the bus operations manager.

Behaviour Management Plan

Students should understand and adhere to the Bus rules. Persistent misbehaviour may result in exclusion from the bus service.

Students who do not follow the bus rules will receive the following actions:

1st Infraction:

A verbal warning by the Baatco Bus representative in the presence of SMT, and notification that a written warning will be issued for the next offence.

2nd Infraction:

Written warning by Baatco Bus and notification that exclusion from the bus service will follow for the next offence. A written warning is valid for a full academic year after which it falls away.

3rd Infraction:

A pupil will be excluded from the bus for the remainder of the term for a third offence.

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(Students infringing the rules in the code of conduct below will also be required to make restitution for any damage caused by the violation of those rules.)