



Bus Users Policy

The Bus Users Policy has been put in place to assist the school in providing a safe and efficient bus service for students. These rules are to be obeyed by all bus users. Failure to do so will result in disciplinary action, and if misconduct continues, the student may be suspended from using the bus service.

Operational Requirements

Parents who wish to apply for a seat on the school's nominated provider, Baatco bus for transport to and from school must fill out an Application form which is available from Baatco Services.

As seats become available, they will be allocated to the next person on the waiting list. This also applies for additional children of existing families and for people moving house. Students will be issued with a bus ticket which they are required to show to the bus driver on every trip.

Students are to be at their particular stop at least 5 minutes before the scheduled bus time to allow for variation in traffic conditions as well as to ensure the safety of the children. Parents/guardians of very young children are requested to be waiting at the bus stop to collect their children unless a responsible older child accompanies them.

Parental Responsibility and Pupil Safety

Parents are responsible for the safety of their children whilst they wait at the collection points and immediately prior to boarding the bus each morning. They assume that responsibility again at the moment their children leave the bus following the afternoon journey. It is advisable that parents/guardians wait at their children's drop off point and accompany them across the road if necessary as neither the authority nor the bus operator are responsible for the child's safety after they have disembarked from the bus. Parents have a duty to read through the code of conduct with their child and explain its importance and consequences for not adhering to it.

Should a parent have any questions, they should contact the driver of their child's bus, or the bus company representative based at the school.

Bus Driver and Nanny Responsibility

The driver's primary job is to operate the bus safely. All students are required to respect and obey the driver and nanny's instructions at all times. The driver and nanny have responsibility of all the students in the bus during the journey.

Pupil Responsibility

Students should understand and adhere to the Bus rules. Persistent misbehaviour may result in exclusion from the bus service. It is the responsibility of students to disembark at their correct designated stops as specified in the bus application form.

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Seat Belts

All buses are fitted with seat belts. Students are required to wear seat belts at all times. Students should remain seated at all times when the bus is in motion.

Bus Rules

Before the School Journey

Please ensure that you are at the pick-up point before the bus is due to stop.

Wait in an orderly, courteous and calm manner.

Keep away from the kerb and well clear of other traffic.

Only board the bus when it is stationary.

Parents/Guardians are to remain with the pupil until he/she has safely entered the bus.

During the School Journey

- Treat the driver and nanny with respect and follow their instructions.
- Remain seated and always use the seatbelt provided.
- Do not distract the driver, except in an emergency.
- Do not open the emergency exits unless in an emergency.
- Treat other students with care and respect.
- Do not drop any litter.
- Do not throw any objects in the bus.
- Walkways should clear and unobstructed at all times.
- Bags should be placed in front or under a seat.
- Do not vandalise the vehicle or the property of others. If damage to the bus has been reported, the parents may have to pay for the damage caused.
- If the bus breaks down or is in an accident, you should follow the driver's instructions and stay with the bus until another one arrives.
- If you see other students behaving inappropriately tell the nanny, your teacher or Head of School.

At the End of the Journey

- Ensure that you have collected all of your belongings.
- Check if your parent/guardian is waiting for you at the collection point and immediately notify the driver if they are not waiting.

Penalty Guidelines for infringement of bus rules

1st Infringement:

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

2nd Infringement:

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

3rd Infringement:

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

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

Bus procedure:

Primary

Mornings:

- All students on the bus register receives a bus pass.
- Students are collected from the bus stop and the bus assistants will ensure that they are buckled and safe.
- The bus door will only be opened and closed when the bus is stationery and it is safe to do so.
- Bus nannies will ensure that all doors are closed correctly before any bus begins moving.
- All children will enter the bus from a walkway positioned on the right-hand side. No child is to walk across the front of the bus.
- Attendance registers will be taken on the bus.
- Once the buses arrive at school, and park in the designated bus bay, attendance will be taken again, before entering the building.
- Students will be taken to their classes.
- These attendance lists will be shared with the receptionist.
- The receptionist will call the parents of students that are absent.
- A log of all calls will be kept.
- Class teachers have a list of bus children in their classes.

Afternoons:

- Buses will be waiting in the designated bus bay within school.
- Year 1-4 bus students will be collected from their classrooms and taken to the bus.
- Year 5 and Year 6 students will go to the bus on their own, with bus assistants waiting outside the bus to ensure their safety.
- Bus assistants will ensure that they are buckled and safe on the bus.
- The bus door will only be opened and closed when the bus is stationery and it is safe to do so.

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- Bus nannies will ensure that all doors are closed correctly before any bus begins moving.
- All children will enter and exit the bus on the right side from a walkway. No child is to walk across the front of the bus.