This policy was ratified by the Mansfield Primary School Council on 20th June 2016

Review Date: 2019

Mansfield Primary School
Bus Policy

BASIC BELIEF

Our school believes that student behavior on and around buses is of vital importance. This has a direct impact on student safety, effective bus service and maintenance of student enrolments. Students traveling to and from our school by buses need to do so safely and in a manner consistent with DEECD guidelines.

IMPLEMENTATION

- Students attending government schools are eligible to receive free bus travel to their nearest school, so long as they reside more than 4.8 kilometres from that school.
- Students attending government schools are also eligible for a Conveyance Allowance so long as they attend the nearest school, no bus service is available and they live more than 4.8 kilometres from the school, or they live more than 4.8 kilometres from the nearest bus stop.
- A student may access travel to a school other than the nearest school upon payment of a fare. Such travel is conditional upon space being available on the bus after all eligible travellers have been catered for. Approval is on a term-by-term basis.
- Mansfield Secondary College has the responsibility for the coordination of school buses, including coordination of student travellers, payment of fares, and coordination of Emergency Management procedures, etc.
- Our school will designate a staff member as the bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with the Secondary College and bus companies.
- Our school bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of terms 1 and 3 each year or when deemed necessary.

- **Bus Rules**

  Remain well clear when bus is parking or leaving.
  Do not attempt to enter a moving bus.
  Keep all parts of body and other objects inside bus at all times.
  Keep noise level down to an acceptable level.
  Remain seated until bus is parked.
  Students crossing the road after leaving a bus, do so at the rear of the bus.
  Follow all directions given by bus driver.

- Consequences for misbehaviour will be consistent with the Student Engagement Policy and may lead to suspension from using the bus service.
- The bus coordinator will supervise the departure of buses from the school at the conclusion of each school day, including overseeing the marking of each child against an attendance roll by bus monitors.
- Classroom teachers have the responsibility of releasing students promptly at the end of each school day.
- Students are to sit in designated bus areas in the bus shelter to facilitate roll marking.
- Buses will not depart until given permission to do so by the bus coordinator.
- The school must be notified in writing by parents of any variation in traveling arrangements.
- Permission will not be given for students to travel by another bus, use another bus stop or for non-bus travelers to travel by bus other than emergency situations.
- Each bus will have a bus captain appointed by the Mansfield Primary School.
- Each bus will also have a bus captain appointed by the Mansfield Secondary College
- This policy will be reviewed as part of the school's four-year review cycle, or whenever a significant change in bus operations occur, or after every significant bus related incident.

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