Millwarra Primary School Mini Bus Policy

Rationale:

Millwarra Primary School is committed to providing and maintaining a safe and healthy workplace for all staff and students. Hazards and risks to health and safety will be eliminated or minimalised, as far as required. Student behaviour on and around the mini bus is of importance to student safety.

Aims:

- To provide an inter-campus service for all students attending Millwarra Primary School.
- Students residing between campuses can use this service to travel to and from school utilising designates stops.
- To ensure the safety of all passengers on the Millwarra Primary School mini bus, the following conditions apply at all times and are consistent with the Department of Education and Training policies and regulations.
- Following the report of relevant bus incidents, non-compliance will be dealt with effectively and efficiently by Melanie Hancock.
- Transport students to before and after school care at Wesburn Primary School. Students will not travel on the Government provided service to this venue.

To ensure safe travel:

- Attendance will be marked as students enter and exit the bus.
- Melanie Hancock will be responsible for regular maintenance and servicing, registration and insurance and RACV coverage.
- Melanie Hancock will be responsible for arranging bus drivers and ensuring that they meet licensing requirements as detailed by Vic Roads and the Office of Infrastructure. All drivers must have a current Police Check.
- Bus travellers undertake revision of bus safety rules and procedures at the commencement of each school term.

To ensure safe travel on school buses, students must agree to the following:

- Students are not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Students crossing the road after getting off the bus do so at the rear of the bus, ensuring that the road is clear of traffic before crossing.
- Get on and off the bus quietly and in an orderly manner.
- Students are not to eat on the bus.
- Students are not to have their phones out on the bus.
- Students remain in their seat while the bus is moving and wear a seat belt where fitted.
- Students are not to swap seats once they sit on the bus.
- Make sure all parts of student's body and belongings are inside the bus at all times.
- Not distract drivers with screaming, shouting or unruly behaviour.
- Follow all directions given by the bus driver or supervisor.
- Students are to assist with the cleanliness and tidiness of the bus.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The student's name and full details of the breach will be recorded and supplied to Ms Hancock and/or bus coordinator.
- The student will be transported to school or to their normal drop off.
- Ms Hancock will take disciplinary measures in accordance with guidelines below.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence: verbal warning to student.
- Second offence: written warning to parent/guardian.
- Third offence: meeting with Ms Hancock to discuss a plan moving forward.

Responsibilities of parents/guardians:

- Read this agreement with your child/ren to ensure safe travel on school buses.
- Term payment options are available, contact office staff at either campus.
- Communicate with the main office of any changes to travel arrangements.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.
- It is understood that bus travel is provided and accepted on these conditions.

Evaluation:
This policy will be reviewed as part of the school's three-year review cycle, or whenever a significant change in bus operation occurs, or after every significant bus related incident.

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Millwarra Primary School
Bus Agreement
2025

Name: ……. Date: ……

I have read the Millwarra Primary School Mini Bus Policy and have discussed this with my child/ren. I am aware of the consequences related to inappropriate behaviour by my child/ren while travelling on the school mini bus.

☐ I give permission for my child to sit in the front seat, if every other seat is taken (only 5/6 students)

Parent/Guardian Signature: ……

Parent/Guardian Name: …….

Student's Signature: ……...