



7.3.35a Bus Policy | Contracted Before & After School Bus (for Families and Bus Operator)

The purpose of this Policy is to help optimise the safety and wellbeing of bus occupants and users.

Purpose

At South Coast Baptist College, safety is paramount when transporting students. A number of students travel on buses to attend school. All students have the right to a safe and enjoyable trip to and from school. In the morning, a pleasant trip to school can set the tone for a day of productive learning.

The purpose of this Policy is to provide guidelines for those involved to ensure our students have a pleasant and safe trip to and from school. This includes:

- Support and encourage appropriate student behaviour on the bus.
- Provide a clear process to student of what is required before catching the bus and whilst on the bus.
- Highlight the importance of collaboration between the College, parents/guardians, bus drivers and the bus operator.
- Assist the bus operator and bus drivers on what is required by them and the communication with the College.

Who Does This Policy Apply To

This Policy applies to staff, students, parents, bus operators and bus drivers.

Principles

- Student behaviour on and around buses is of vital importance to student safety and an effective bus service.
- The College may provide a bus service.
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- Be available for communications and/or discussions regarding behaviour of their child/ren.
- Ensure their child/ren are registered to catch the bus.
- Ensure payment is allocated for all bus trips to and from the College.
- To address any concerns regarding a bus trip directly with the College, not the bus operator.

Registration

All students in Primary and Secondary must be registered to catch the bus service.

For students who have not yet caught the before and after school bus service, we will require them to be registered in our system.

We ask that you send an email to busservice@scbc.wa.edu with the following information:

RollCall allows parents/guardians to receive alerts regarding their child/ren. This is activated once a child taps their Student Card on the device. Hence the reason the importance of each child in your family ensuring they use their Student Card.

Please see the College's website for instructions on setting up bookings and alerts - <https://www.scbc.wa.edu.au/portal/college-bus-information/>

Students

On the bus

Students need to:

- Use your Student Card to ta

- The Deputy Head of School (Wellbeing) will provide final feedback to the bus company/operator (and cc busservice@scbc.wa.edu.au).

Bus Delays or Accident

Broken Down Bus

- If a contracted bus has broken down, the bus driver will call the bus company/operator to send another bus to pick up the students.
- The bus company/operator will contact the College directly to advise of the breakdown (including the location, estimated arrival time of the second bus at the location, etc).
- All students must remain calm and seated on the bus, as safety is of high priority.
- Reception must liaise with the Director of Finance & Operations (or delegate) on the situation.
- The College will send a bulk message through RollCall to all families (e.g. bus route, bus breakdown, approximate departure time & location).
- When the replacement bus arrives, students are to transfer in an orderly fashion to the bus. This will be under the guidance of the new bus operator/drivers.
- The bus driver will ensure the RollCall device is transferred to the replacement bus.
- The bus will continue on the allocated route.

Traffic Accident

- The College will be advised by the bus company in the event of a bus being involved in an accident.
- The College will liaise with the Head of School (or delegate) in the event of an accident.