



Peterborough High School

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PETERBOROUGH – TEROWIE/YONGALA DECD SCHOOL BUS INFORMATION, GUIDELINES AND PROCEDURES January 2017

1. **AGREEMENT**

The safe transport of all passengers is the basis of these guidelines.

- It is important for us to have clear understanding and agreement about procedures expected of students, parents, bus drivers and the Management, so that the service can have the full co-operation of all involved.
- Students are expected to co-operate and behave responsibly at all times while waiting for and travelling on school buses.
- Parents are expected to do their part to maintain the safety of all passengers by supporting the consequences that students may result from unco-operative behaviour.
- The bus drivers and the Management group have a list of DECD guidelines which are to be followed.
- It is expected that families will support the CODE OF CONDUCT by signing the CONTRACT on the application form.
- The bus driver must be informed if a student is not travelling on the bus that day.
- The Driver is expected to keep to the time schedule and not wait for late passengers. It is the family responsibility to be at stops on time.

2. **MANAGEMENT**

- Yellow DECD bus travels to Terowie/Yongala. Drivers: Roger McEwen and Dean Graefe. Manager: Principal Peterborough High School, Liz Pannell, phone 8651 2306.
 - All students / families are to use the 'APPLICATION FOR STUDENT TO TRAVEL ON DECD SCHOOL BUS' form, and are expected to sign the 'CODE OF CONDUCT' CONTRACT.
 - Eligibility:
 - Students who are not eligible to travel are those who:
 - are enrolled as a TAFE student and attend TAFE courses on the PHS site.
 - by-pass their nearest local DECD school
 - live within 5 kilometres of their nearest local school

However, on application to the Principal, if seats are available, these students may be given temporary approval according to DECD Guidelines that can be withdrawn at any time.

- If the Government schools grant a Student-Free / School Closure Day, then the Principal will inform the other sites that the bus will not run on that day.

- Parents of students who seek casual transport must request in writing to the appropriate Principal before that day, so that the Manager and the Driver are informed of the extra responsibility.

3. *STUDENT BEHAVIOUR ON SCHOOL BUSES CODE OF CONDUCT*

1. Usual school rules apply to student behaviour while waiting for and travelling on DECD school buses.
2. To ensure safe travel, students are expected to behave sensibly and co-operate with the Driver at all times.
3. The Driver is not to be distracted by students' unruly behaviour, noises, and students not sitting in their seats etc.
4. Students will be allocated a seat and are expected to remain in that seat at all times.
The Driver will direct a student to a seat, but the student may negotiate politely, with the Driver, when back at school, to change their seating position.
5. No eating and drinking on the bus, water is the only exception.
6. Students must keep their arms inside the bus at all times.

4. *BEHAVIOUR STEPS FOR STUDENTS TRAVELLING ON SCHOOL BUSES.*

1. Incidents of unco-operative behaviour should be reported to the bus Driver and Principal. The Principal or delegate of the student's school will follow-up with the student and the parent concerned.
2. The Driver is to give the student a Reminder / Warning about their behaviour, and inform the Principal or delegate
3. Parents are informed by the Principal or delegate that the student has had a Reminder / Warning.
4. A next incident, after a Warning, the Principal can suspend the student from bus travel for one to five days, depending on the incident, and a meeting will be held to renew the Code of Conduct Contract to use the bus service again. In the case of a more serious breach a student may be suspended without a prior warning or reminder.
5. After 2 suspensions from bus travel in a term, the student can be excluded from using the bus for the rest of the term.

5. *GRIEVANCE PROCEDURES*

Usual DECD and School Grievance Procedures will apply.

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GUIDELINES***