



## Bayside Christian College Bus Policy

### Parents and students are bound by the rules and regulations outlined in the College Bus Policy.

- The College Bus Manager is responsible for establishing bus routes, including pick up and drop off points. It is not possible to collect and drop children to and from their front doors. There are specific pick up points along routes and parents will be asked to meet at their nearest stop location.
- To allow the College bus fleet to run more efficiently, parents are required to purchase a seat for their child/children. This guarantees a place on your chosen route. Bus trips are charged at \$1.50 per student per trip. Bus fees will be charged to your account at the beginning of each term. No refunds or credits will be given.
- Requests to alter bookings need to be sent to bus.bookings@bayside.qld.edu.au with at least 2 weeks notice.
- Cancellation of the bus service requires **2 weeks written notice**; less than 2 weeks notice will still incur full payment for the full notice period.
- Parents and students are required to adhere to pick up and drop off times, to ensure the bus runs to schedule.
- All **parents** must supply accurate and up to date contact details. A parent/carer must be contactable at pick up and drop off times.
- Please ensure a responsible person attend drop off point. Written permission must be given to allow student to exit bus if no responsible person is present.
- All students **MUST**:
  - Listen and follow all driver instructions.
  - Remain seated.
  - Wear seat belt.
  - No gum, food or drink to be consumed on the bus (water excepted).
  - Keep noise levels at a reasonable level (no yelling).
  - School bags kept under the seat, keep aisles free.
  - No phones or cameras to be used on the bus.
  - Keep every part of their body inside the bus at all times
  - No scooters or skateboards are allowed on the bus.
  - Be polite and courteous
- The bus must be kept clean at all times.

### Students may be suspended from riding the bus for committing any of the offenses listed below:

- *Defying the bus driver.*
- *Fighting with another student or staff member.*
- *Inappropriate dress or stages of undress.*
- *Deliberately riding a bus that is not the assigned bus without the permission of a parent/guardian and the college.*
- *Deliberately exiting at the wrong bus stop without permission from the parent/guardian and the college.*
- *Failing to give a name, or giving a false name, to the driver when asked.*
- *Not showing student identification (ID) card to the driver when asked.*
- *Doing anything on the bus that seriously harms the safety of others.*
- *Opening an emergency exit or exiting by an emergency exit or the window.*
- *Possessing banned items on the bus: drugs, alcohol, or weapons.*
- *Making a bomb threat.*
- *Inappropriate displays of affection.*
- *Bullying or harassment of other students or a staff member*
- *Throwing anything from the bus.*
- *Making obscene gestures.*
- *Speaking profanely or making racial slurs to anyone on the bus.*

**Minor offence:** Verbal warning from driver to student. Driver may also contact the parent/guardian.

The driver verbally warns the student, completes an Incident Warning Report and it is submitted to the administration to be entered on student records.

**Major offences:** The student who commits a major offence will be suspended from riding the bus, it is at the discretion of the College. The length of the suspension will depend on the severity of the major offence, this can result in suspension of three to 30 days, or for the remainder of the college year, depending on the offence. Charges will still apply.

### **Responsibility: Bus Drivers**

- Maintaining buses in a clean and safe operation. Strict guidelines must be followed for service and inspection of college buses.
- Adhere to scheduled pick up and drop off times, not drop students at any unauthorised stop without written permission from a parent or guardian at least 24 hours in advance of the change.
- Driving in a safe manner.
- Being aware of the students on the bus and their needs.
- Complete a thorough check of the bus at the end of the run, without exception.
- Taking note of any student's concerns and inform the College.
- Promptly notifying the college of any negative behaviour or incidences that occur on the bus. Using "child" appropriate language when dealing with students.
- Holding the necessary licence including, but not limited to: - Working with Children Check, First Aid Certificate, Driver Authorisation, relevant Driver's Licence and qualifications.