



BUS CONDUCT POLICY

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PREAMBLE

Many students attending John Wollaston Anglican Community School (the School) travel to and from school by bus. The conduct of our students when on the bus must comply with the Road Traffic Act 1974 and is expected to be in keeping with the School's *Student Code of Conduct: Primary* and *Student Code of Conduct: Secondary*.

All students who travel on buses to and from the School in the course of their curricular and co-curricular activities represent the School and, as such, are bound by all School Rules and Regulations. Queries regarding student bus conduct should be directed to the Deputy Head of Primary (Primary students) and Dean of Pastoral Care (Secondary students) in the first instance. Queries regarding all other bus matters should be directed to the Business Manager.

Unless otherwise directed by the School, students are required to wear formal School Uniform at all times when travelling on the bus. The exception to this rule pertains to Primary students and Years 11 and 12 students who are permitted to travel home in Sports Uniform on specific days.

GENERAL BUS RULES

Respect people and property

- Bus drivers are to be treated with respect and their directions must be followed.
- All passengers and their possessions are to be treated with respect.
- Bus property, equipment, shelters and signs are to be treated with respect.
- Students must ensure that no part of their body protrudes out of the bus windows.
- Students must ensure that no object is thrown from the bus.
- Students should immediately report to the bus driver any new damage noticed to bus fittings/fixtures. This includes graffiti.

When waiting for the bus, students must:

- wait well back from the road until the bus stops.
- stand in an orderly manner while waiting for the bus. Allow other passengers to leave the bus before boarding the bus.
- comply with requests from staff in attendance.

When on the bus, students must:

- follow instructions from the driver about safety on the bus.
- present their casual ticket upon entry to the bus, if travelling as a casual passenger. Casual tickets can be purchased at Student Services Reception.
- be seated at the front of the bus if a Kindergarten to Year 6 student.
- remain seated at all times when the bus is moving.
- wear a seatbelt (where fitted) for the duration of their journey.
- store school bags under the seat or in designated luggage areas.
- conduct themselves in an orderly manner and follow the School Rules as listed in the *Student Code of Conduct*.
- ensure that no food or drink is consumed without permission of the driver.
- seek permission from the driver before playing music without headphones.
- not use IT devices such as laptops and tablets on the bus.

Designated stops

- It is the responsibility of students to disembark at their correct designated stop.

When alighting from the bus, students must:

- wait until the bus stops before standing to get off the bus. Keep well away from rear steps of buses (where fitted).
- alight from the bus in a quiet and orderly manner.
- never cross the road in front of the bus; wait until the bus has moved away and it is safe to cross the road.
- use a crosswalk or traffic lights if available.

In case of an emergency or a breakdown, students must:

- wait until the bus stops before standing to get off.
- follow the instructions issued by the driver.
- alight from the bus in a quiet and orderly manner.
- wait in the area at the side of the road, as designated by the driver.

Breaches of bus regulations

The Deputy Head of Primary and/or the Dean of Pastoral Care will contact the parents/guardians of the student to clearly outline the following sanctions:

1. First Incident: The student will be required to sit at the front of the bus for a period of up to two (2) weeks.
2. Second Incident: The student will be suspended from the bus service for a minimum of one (1) week (up to three (3) weeks).
3. Third Incident: The student will be suspended from the service for a minimum four (4) weeks and up to one (1) term.

Please note: The School reserves the right to refuse bus travel to a student in cases of persistent non-compliance and/or where there is a serious threat of danger to others.

Should the driver be distracted whilst driving which results in a traffic accident or injury to passengers/member of the public/driver, the student(s) concerned will be dealt with by the Principal and the Police. Sanctions may include exclusion from the School.

GUIDELINES FOR FAMILIES

- ELC students (Kindergarten, Pre-Primary and Year 1) are permitted to catch the bus if accompanied by an older sibling/s (preferably Year 7 or older).
- ELC students (Kindergarten, Pre-Primary and Year 1) and Year 2 must be accompanied by an adult to greet the bus in the morning and meet the bus in the afternoon.
- It is recommended that Primary students (Years 3 to 6) are accompanied by an adult to greet the bus in the morning and meet the bus in the afternoon. Students should not walk home alone unless they are accompanied by older sibling/s (preferably Year 7 or older). An exception to this guideline occurs if the bus stops directly outside the student's home on the bus route.
- In the morning, students are required to be at their designated bus stop at least five (5) minutes prior to bus arrival. Please check School Bus information, including route changes, each term on the School website at <http://www.jwacs.wa.edu.au/school-bus>.
- For JWACS Buses only: Please contact the bus driver via text message on the emergency bus mobile number provided to you on the *Bus Registration Form*, if your child is to be absent on any day so that the driver is aware and not waiting unnecessarily.
- If buses are loaded to capacity, no casual passengers will be carried.
- All permanent passengers must be registered to ensure they have a seat on the bus.
- Please ensure *Bus Registration Forms* (pages 1 and 2) are signed, dated and returned to Administration for processing. Registration forms are available from <http://www.jwacs.wa.edu.au/school-bus>.
- All enquiries regarding bus routes and bus registration should be directed to Administration at the School on 9495 8100.

PROCEDURE FOR STUDENTS TRAVELLING ON SCHOOL BUS ROUTES

Parents/Guardians of students travelling on School Bus Routes are provided with the *General Bus Rules and Guidelines for Families*, upon completion of Bus Registration Forms. This information is also available on the school website at <http://www.jwacs.wa.edu.au/school-bus>. Changes in this information are communicated to the relevant students via the Deputy Head of Primary and Dean of Pastoral Care Secondary.

RELEVANT SCHOOL POLICIES

- *Behaviour Management Policy and Procedures Secondary School*
- *Bullying and Harassment Policy*
- *Child Safe Policy – Western Australia (ASC)*
- *Code of Conduct for Staff Policy*
- *ICT Appropriate Use Policy: Students*
- *Mobile Phone Policy*
- *Promoting Positive Behaviours: Policy and Procedures Primary School*
- *Student Code of Conduct: Primary*
- *Student Code of Conduct: Secondary*
- *Student Transport Vehicle Policy*

RELEVANT LEGISLATION AND DOCUMENTATION

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Road Traffic Act 1974 (WA)
- School Education Act 1999
- School Education Regulations 2000
- Student Transport Assistance Policy and Operational Guidelines, Government of Western Australia Public Transport Authority available at <https://schoolbuses.wa.gov.au/Aboutus.aspx>