



KAPUNDA

High School

Bus Policy & Procedure

BUS ORGANISATION

All services, with the exception of the privately owned Adelaide (Gawler)-Barossa Service, are free for eligible students.

Detailed information of bus stop and departure times are available from the school Reception office. Information regarding the public bus service, bus route and cost involved can be obtained directly from Link SA (08 85 62 1999).

Application for changes to an existing bus route can be made. Approval may be made following consideration of a number of issues and consultation with the principal, Education Director, Governing Council and parents as necessary.

CURRENT BUS ROUTES

The Bus Administration Officer, will assist families in determining which stop is most appropriate. Specific bus route information can be obtained from the Bus Co-ordinator.

Route:	Bus Driver:
Freeling/Fords	Wayne Betterman
Wasleys/Templers	Chris Betterman
Freeling	Neil Tomlin
Freeling (View St)	Andrew Wright
Hamilton/Bagot Well	Frank Meaney
Roseworthy 1	various
Roseworthy 2	Lance Swan
Gawler	Link SA (public service)

PARENTS' RESPONSIBILITIES

Parents are responsible for their children's safety and behaviour on their way to the bus stop, at the stop and on their way home from the bus stop. The school will report to parents, any misbehaviour that comes to its attention and may take other action if necessary.

KEY SAFETY MESSAGES FOR PARENTS/GUARDIANS

- Reinforce school bus and road safety rules with your children.
- It is safest to park on the bus stop side of the road, away from bends, crests or corners.
- The speed limit when passing a stationary school bus is 25km per hour.
- Promote safe practices in and around school buses in your local community and with visitors.

- Cooperation and mutual respect will ensure bus travel continues to be safe and orderly.

Any grievances can be addressed to the Bus Co-ordinator or Principal, Mr David Marino by phoning 08 85 66 2203.

DRIVER RESPONSIBILITIES

(Regarding student behaviour on the school bus)

The driver is responsible for the safety of students while they are entering, travelling in and alighting from the bus and will report continued or serious misbehaviour to the Bus Co-ordinator or Principal.

SCHOOL BUS BUSHFIRE PROCEDURE

On days of forecast catastrophic fire danger rating for the Mid-North district:

- Kapunda High School will remain open.
- All school bus routes travelling to Kapunda High School will be cancelled.
- Parents/caregivers of students who travel on school buses will be contacted via an SMS message to their mobile phone or a direct call to their landline (where a mobile has not been given to the school). This will generally occur the evening before.
- Kapunda High School will additionally 'broadcast' using Facebook and the website www.kapundahs.sa.edu.au to remind families of bushfire procedures.

If a bushfire is reported in the area during the day:

- Affected bus runs will not leave the school until the roads are declared safe by emergency services authorities.
- Parents/caregivers will be notified and students will be supervised at school until buses can run, or until parents/caregivers are able to collect their children.

If during a bus run, the bus driver sights a bushfire and there is concern that it may affect the routes ahead, then the bus driver:

- Has the authority to abandon the bus run and return to school, or if safer to do so, drive to one of the pre-planned emergency areas (or CFS safer places) and activate the emergency bus procedure.

To support student safety, parents/caregivers are requested to:

- Ensure that Kapunda High School is informed of any changes to phone numbers.
- Follow weather announcements through the media.
- Additional information should also be provided on the DfE Parent Hotline (1800 000 279), ABC Radio 891, ABC TV and the DfE website education.sa.gov.au.
- Ensure that they do not put themselves at risk when coming to collect students from school.

BUS RULES

Students are required to follow the bus rules at all times to ensure the safety of all travelling on the bus. When travelling on buses, all school rules apply.

- Be at the bus stop 5 minutes before scheduled time of departure. Students are to remain at the bus stop if the bus is delayed. It is the department policy that all students will be collected at the bus stop.

- Always walk behind the bus to board it and get on when the bus is stationary.
- Carry all bags in front of you when getting on or off bus, being careful not to bump others.
- Store all school bags under the seats where possible, leaving the aisle clear.
- Promptly follow all directions given by the driver.
- Stay in your assigned seat, use seat belts if provided, facing the front, with your feet on the floor while the bus is moving.
- Do not change seats or move around while the bus is moving, without first gaining permission from the driver.
- Keep your hands, feet and objects to yourself and leave other students' property alone.
- Talk quietly on the bus (no shouting).
- Treat others on the bus considerately (i.e. do not harass, swear, use rude gestures, or tease anyone on the bus).
- Keep all parts of your body and all objects inside the bus.
- Do not throw things around the bus, litter, write on or damage the bus in any way.
- Do not swing on seat handles or door frames.
- Do not eat or drink on the bus.
- Wait for the bus to become stationary before getting off.
- After getting off the bus, wait for the bus to move away before going to meet parents or crossing the road.

CONSEQUENCES FOR UNSAFE AND INAPPROPRIATE BEHAVIOUR

- Warning – from the driver.
- Move to the front of the bus by the driver for the remainder for the trip.
- Incident report by the driver and lunch time detention.
- Suspended from bus travel for three days (6 trips) and re-entry meeting involving parent(s) student and school staff member.
- Suspended from bus travel for one week (10 trips) and re-entry meeting involving parent(s) student and school staff member.
- Suspended from bus travel for one month (40 trips) and re-entry meeting involving parent(s) student and school staff member.
- This process will operate over a year. At each stage of this process, the Bus Co-ordinator or Principal will inform parents either by telephone or in writing.
- Any damage or vandalism caused by students on the bus will be repaired and the parents/guardians billed. A student deliberately damaging the bus may not be permitted to travel on the bus until payment has been made for the repair.

TRAVEL CHANGES

Change of Residence

Approval for DfE bus travel is granted provided specific criteria are met. Where there is a change in residence, new approval will need to be sought to ensure that the student is still eligible. Parent/caregivers may contact Bus Administrator who will process the application. Once approval has been granted, the bus drivers will be notified and a change can be made.

Changes to bus stops

Where a student wishes to board or get off a bus at an alternative bus stop, a note signed and dated by their parent/caregiver is required by the bus driver the day before.

Permanent changes will require pre-approval by the Bus Administrator, Mrs Kaye Clancy and Coordinator, Mr Tim Jones.

Students not using bus travel in the afternoon as expected

If a student is not going home on the bus, the student must inform the bus driver in the morning, with a signed and dated note from their parent/caregiver.

Casual bus travel

As students are assigned seats and buses can be at capacity, there may not be available seats for students who wish to use a DfE bus for casual travel.

All students who are not regular passengers on a bus must provide a signed and dated note from a parent/caregiver to either the Bus Administrator or Bus Co-ordinator (24 hours in advance of the proposed travel) who may give permission if there is an available seat. The note, signed by the Bus Co-ordinator, must then be shown to the bus driver. This must be done the day before to allow sufficient time for arrangements to be made.

Ceasing bus travel arrangements

If a student longer requires the use of the bus service, parent/caregivers must inform the Bus Administrator, Mrs Kaye Clancy, who will also notify the bus driver.