



School Bus Travel Policy

This Bus Travel Policy has been developed from the Bus Travel Guidelines of the Department of Education and Training.

Purpose:

To support our school in managing a safe and efficient school bus service.

Guidelines:

1. Access - Students residing in rural and regional Victoria may be eligible to access a network of transport services. Both government and non-government school students may access this free transport if they meet eligibility criteria that include:
 - attendance at the closest appropriate school
 - residing further than 4.8kms from this school
 - seating on the current service is available or there are sufficient conditions to request additional seating.
2. Principals are responsible for providing advice on student eligibility and assisting them with applications for travel.
3. The principal should arrange supervision of the arrival and departure of school buses.
4. The principal may consider:
 - a code of behaviour or conduct for students who use school contract buses
 - using a buddy system for younger students
 - using bus captains or monitors.
5. Students using the bus after school should be supervised.

Implementation:

1. Parents/carers who wish their students to use the School Bus service need to complete the Application for Permission to Travel (Appendix 1)
2. The principal will be in regular contact with the bus driver, and with students using the bus, to ensure that safety of students is not compromised in any way.
3. As part of the yard duty timetable, the principal will allocate staff to supervise students accessing the bus after school. This staff member will also complete the daily bus roll of students using the bus.
4. If a seat is available, occasional use of the bus may be arranged if a parent/carer writes a note to school requesting a seat, giving date, time and reason. The principal, or nominee, may issue a note to inform the bus driver.
5. If necessary, waiting list will be compiled for when a seat becomes available, and positions will be allocated in list order.
6. Students who are eligible for bus travel, are offered first access to the bus service. Additional seats may then be allocated.