



# COOLUM BEACH CHRISTIAN COLLEGE

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## BUS SERVICE POLICY

The CBCC Bus Service Policy is to ensure the College provides a professional and reliable bus service to our students. The objective is to ensure students who use the service are transported safely to and from school for an affordable fee.

### Operations:

1. **All requests** to use the bus service must be initiated by the parent/guardian, and confirmed by the Business Office or Bus Coordinator.
2. Bus routes and timetables, and stops will be finalised and published before the start of the school year. Routes are designed to be no longer than 1 hour in duration and preference is given to full-time users. In order to achieve this and comply with government regulations, bus stops are generally located on a main road as close as is practicable to the student's residence.
3. Parents/guardians are required to drop off and pick up their students at the designated bus stop.
4. Students are required to be at their designated bus stop at least **5 minutes before the scheduled time**. This is crucial to our safety requirements and the efficiency of our bus operation.
5. If for any reason the bus is not able to be at the designated stop within 30 minutes of the scheduled time, the bus driver or staff at the College will contact parents/guardians.
6. Students should remain at the bus stop for at least 30 minutes. **All parents using the service must ensure the College has an up-to-date telephone number on which they can be contacted during the hour before and after the scheduled time.**
7. **Parents/guardians of students from Prep to Year 7 must provide the College with a letter of consent if they are to be left at the bus stop without supervision; all other students will remain on the bus and returned to the College.** Parents/guardians of students returned to the College will need to make alternative arrangements for their children to be collected from the College.
8. If a student is absent from the College for any reason (holiday, extended absence), on the day/days that they are scheduled on the bus service, parents must contact the **bus driver** – in writing – either by letter, text or email, including the student name and reason for absence. In the event that a student is sick prior to the morning pick up, it is important that the **bus driver** is immediately contacted by phone or text.
9. When contacting the bus driver, you must wait for an acknowledgement that he has received your call/note. In most cases, the bus driver will be driving and will be unable to answer the phone, but will endeavour to attend to all calls/texts upon stopping. If the bus driver doesn't return your call please contact the Bus Co-ordinator on 0432 427 712.
10. Parents are asked to contact the Bus Coordinator in writing (by letter or email) at the earliest convenience, should there be any changes to the drop off or pick up arrangements.
11. All enquiries about the bus service or delays in students arriving home should be directed to the Business Office or the Bus Coordinator on 0432 427 712.

### **Bus Seat Allocation:**

- Seats are allocated to full-time users who live furthest from the College and who have no other alternative transport. Part-time or casual users can only be included if seats are available.
- If there is an excess of applications to use the bus service, unsuccessful applicants will be notified and placed on a **waiting list**.

### **Bus Fees:**

1. Bus fees are generally calculated and charged per term based on usage specified in the application.
2. Once invoiced, bus fees cannot be adjusted until written notification is received by the Bus Coordinator from the parent/guardian. Adjustments can arise from cancellation of usage, leave of absence, and change of address or other extenuating circumstances.
3. Bus fees are based on a contribution towards total operating costs, the number of users and affordability.

### **Bus Regulations:**

Bus Regulations are a key element in ensuring the comfort of passengers and the safe operation of the school buses. Their main purpose is to prevent the unnecessary distraction of the driver whose attention needs to be focused on traffic and road conditions. As this affects the lives and wellbeing of your children, please ensure they clearly understand these rules and the consequences should they not adhere to them. All normal College rules apply; as well as the attached 'Code of Safe Bus Behaviour' and are in addition to the following:

1. Students must obey the instructions of the bus driver at all times.
2. Students will only enter any bus with the driver's permission and in the presence of either the driver or a teacher. Entry must always be in an orderly manner.
3. Please wipe feet before entering bus. Do not wipe feet on steps or seats.
4. School bags are to be stowed under the seat and not in bus aisle. No feet on seats.
5. If there are seatbelts, they must be worn.
6. Students are not to leave their seats until they reach their destination.
7. Noise levels on buses are to be kept to a minimum at all times - no shouting or calling out.
8. No standing, kneeling, lying down or swapping of seats during bus trips.
9. No windows to be opened to cause annoyance to others.
10. All parts of the body are to be within the bus at all times.
11. **No throwing of any objects in buses or out of buses.**
12. **Food, drinks or chewing gum is not to be consumed on buses at any time (excursions and sport included) with the exception of water.**
13. **Music devices or games are to be used with earpieces only and for personal use only.**
14. Mobile phones to be kept in schoolbag and used only in an emergency to make contact with parent/guardian.
15. Musical instruments are to be kept in cases and not to be played during bus trips.
16. **Teasing and bullying will not be tolerated. Respect for fellow students is to be shown at all times.**
17. Any damage to bus interior must be reported to the driver at the end of a trip.
18. **\* Vandalism of seats, trims, signs, window tint film etc. will not be tolerated.**
19. **\* Bad language, fighting or spitting will not be tolerated.**
20. **\* Any offensive behaviour toward drivers of vehicles on the roads will not be tolerated.**
21. **\* Aerosol sprays, nail polish remover must NOT be used on the bus at any time.**
22. Bus mirrors are not to be tampered with.
23. No writing in dust on buses or on misted glass areas.

*\* Note: Infringement of rules 18, 19, 20 & 21 will result in immediate loss of bus privileges and restitution for any damage.*

### **Penalties and Infringements:**

Please note that all infringements are taken very seriously by the College and there will be no exceptions to the above regulations. These rules are in force for the safety of both the passengers and the drivers. Infringements are to be administered at the discretion of the bus driver and/or head teacher. Any parent/guardian who has any issues with the rules, infringements and subsequent penalties, should contact the Principal in writing.

**The following table outlines the Penalty Guidelines for Infringements of any of the above rules within a 6 month period:**

<b>FIRST INCIDENT</b>		Warning from bus driver
<b>SECOND INCIDENT</b>	<b>First Infringement</b>	Incident Report issued. Appropriate Head teacher notified.
<b>THIRD INCIDENT</b>	<b>Second Infringement</b>	Parents will be notified.
<b>FOURTH INCIDENT</b>	<b>Third Infringement</b>	Parents asked to make alternative arrangements for student other than school for a period of ONE WEEK.
<b>FIFTH INCIDENT</b>	<b>Fourth Infringement</b>	Student removed from bus service for a period of two weeks and only re-admitted following guarantees regarding behaviour from both student and parents to the satisfaction of the College. Any further infringement will disqualify the student from using the College bus service indefinitely.

In matters not specifically covered by this policy, students of the College will observe the principles outlined in the **CBCC College Code of Behaviour** concerning the dignity of each person, respect for others and their property and mutual cooperation.

## CODE OF SAFE BUS BEHAVIOUR

BEHAVIOUR	EXAMPLES OF HOW TO FOLLOW THE CODE
<b>Respect other people and property.</b>	<ul style="list-style-type: none"> <li>▪ Treat other people and their possessions with respect.</li> <li>▪ Follow the bus driver’s directions without argument.</li> <li>▪ Do not cause damage to the bus in any way.</li> </ul>
<b>Wait for the bus in an orderly manner.</b>	<ul style="list-style-type: none"> <li>▪ Wait well back from the bus until it stops and allow passengers to leave the bus first.</li> <li>▪ Stand quietly without calling out or shouting.</li> <li>▪ Do not push other people in the line.</li> </ul>
<b>Whilst on the bus, conduct yourself in an orderly manner.</b>	<p><b>STUDENTS SHOULD:</b></p> <ul style="list-style-type: none"> <li>▪ always follow instructions from the driver about safety on the bus.</li> <li>▪ sit properly on a seat if one is available (in an allocated seat if directed by the driver).</li> <li>▪ if standing, remain in the area designated by the driver.</li> <li>▪ store school bags under the seat or in appropriate luggage areas.</li> <li>▪ speak quietly and don’t create unnecessary noise.</li> <li>▪ wear a seat belt, where fitted.</li> </ul> <p><b>STUDENTS SHOULD NOT:</b></p> <ul style="list-style-type: none"> <li>▪ bully other students.</li> <li>▪ place feet on the seat.</li> <li>▪ fight, spit or use offensive language.</li> <li>▪ throw any article around or from the bus.</li> <li>▪ consume food or drink or play music (using portable music devices).</li> <li>▪ allow any part of their body to protrude out of the bus windows.</li> <li>▪ stand forward of the front seat.</li> <li>▪ distract the driver in any way.</li> </ul>
<b>Use designated stops.</b>	<ul style="list-style-type: none"> <li>▪ Get on and get off the bus at the correct designated stop.</li> </ul>
<b>When getting off the bus, do so in an orderly manner.</b>	<ul style="list-style-type: none"> <li>▪ Wait until the bus stops before standing to get off.</li> <li>▪ Get off the bus in a quiet and orderly fashion.</li> <li>▪ When you get off the bus, take two (2) big steps away from the bus.</li> <li>▪ Never cross the road in front of or behind the bus; wait until the bus has moved away and it is safe to cross the road.</li> <li>▪ Use crossings or traffic lights if available.</li> </ul>
<b>In case of an emergency or a breakdown, follow the driver’s directions</b>	<ul style="list-style-type: none"> <li>▪ Wait until the bus stops before standing to get off.</li> <li>▪ Leave the bus in a quiet and orderly fashion.</li> <li>▪ Wait in the area indicated by the driver.</li> </ul>
<b>DANGER: If you can touch the bus, the driver cannot see you and you are in danger.</b>	