

COLLEGE BUS SERVICE POLICY

The CBCC Bus Service Policy is to provide a professional and reliable bus service to CBCC students. The objective is to ensure students who use the service are transported safely to and from the College 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 Services Office or Bus Coordinator.
2. Bus routes, timetables and stops will be finalised and notified to the parent/guardian before the commencement 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 main thoroughfares as close as 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 College staff 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 consent allowing students to be left at the bus stop without supervision; otherwise students will remain on the bus and be 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 (sickness, holiday, extended absence etc) on the day/days they are scheduled to use the bus service, parents must remove the child/ren from the Roll Call APP. This is separate to advising the College of their absence from school.
9. Parents are asked to contact the Bus Coordinator should there be any change to your child/ren's stops.
10. All enquiries about the bus service should be directed to the College Business Services Office or the Bus Coordinator.

Bus Seat Allocation:

1. 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.
2. 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 on a full-time basis are generally calculated and charged annually based on the usage specified in the application -
2. Bus fees on a part-time basis are generally calculated and charged annually based on the usage specified in the application.
3. Bus fees on a casual basis are invoiced at the end of each term.
4. 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 bus service. 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 are to be **approved** by the Principal and surrendered to the Deputy/Primary Heads at the beginning of the day and collected at the end of the day.
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:

FIRST INCIDENT		Warning from bus driver
SECOND INCIDENT	First Infringement	Incident Report issued. Appropriate Head teacher notified.
THIRD INCIDENT	Second Infringement	Parents will be notified.
FOURTH INCIDENT	Third Infringement	Parents asked to make alternative arrangements for student other than school for a period of ONE WEEK.
FIFTH INCIDENT	Fourth Infringement	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	HOW TO FOLLOW THE CODE
Respect other people and property.	<ul style="list-style-type: none"> ▪ Treat other people and their possessions with respect. ▪ Follow the bus driver's directions without argument. ▪ Do not cause damage to the bus in any way.
Wait for the bus in an orderly manner.	<ul style="list-style-type: none"> ▪ Wait well back from the bus until it stops and allow passengers to leave the bus first before getting on. ▪ Stand quietly without calling out or shouting. ▪ Do not push other people in the line.
Whilst on the bus, conduct yourself in an orderly manner.	<p>STUDENTS SHOULD:</p> <ul style="list-style-type: none"> ▪ always follow instructions from the driver about safety on the bus. ▪ sit properly on a seat if one is available (in an allocated seat if directed by the driver). ▪ if standing, remain in the area designated by the driver. ▪ store school bags under the seat or in appropriate luggage areas. ▪ speak quietly and don't create unnecessary noise ▪ wear a seat belt, where fitted. <p>STUDENTS SHOULD NOT:</p> <ul style="list-style-type: none"> ▪ bully other students. ▪ place feet on the seat. ▪ fight, spit or use offensive language. ▪ throw any article around or from the bus. ▪ consume food or drink or play music (using portable music devices). ▪ allow any part of their body to protrude out of the bus windows. ▪ stand forward of the front seat ▪ distract the driver in any way.
Use designated stops.	<ul style="list-style-type: none"> ▪ Get on and get off the bus at the correct designated stop.
When getting off the bus, do so in an orderly manner.	<ul style="list-style-type: none"> ▪ Wait until the bus stops before standing to get off. ▪ Get off the bus in a quiet and orderly fashion. ▪ When you get off the bus, take two (2) big steps away from the bus. ▪ 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. ▪ Use crossings or traffic lights if available.
In case of an emergency or a breakdown, follow the driver's directions	<ul style="list-style-type: none"> ▪ Wait until the bus stops before standing to get off. ▪ Leave the bus in a quiet and orderly fashion. ▪ Wait in the area indicated by the driver.
<p>DANGER: If you can touch the bus, the driver cannot see you and you are in danger.</p>	