

CSSK SCHOOL BUS RULES

For the safety and wellbeing of all who travel on the bus, it is a condition of use that all bus travellers adhere to the following School Bus Rules. We request your support in discussing these with your children and reinforcing them over the year. These rules are in place to ensure that bus travel is, above all a safe, but also pleasant experience for students to begin and end their school day.

Bus travellers to and / or from CSSK are representing the school publicly as they wait for, travel on, depart from the bus. Adherence to the School Positive Behaviour Policy is expected at all times; in brief - be safe, be polite, be helpful.

For Safety Reasons:

- Students must remain in their assigned seats and facing the front at all times.
- All students to remain seated in their seat until the bus stops at the student's nominated final stop.
- Students are to remain in their seat until the bus has completely stopped and the doors have been opened.
- No part of the student or their property is to protrude from the bus windows.
- The volume of noise from students needs to be at a level where the bus driver can safely drive the bus (volume level of 2 i.e. table talk is a useful measure); should the bus driver find the noise too great then they will stop the bus and remind students of bus travelling rules as well as follow up with the school should any individual/groups of students continue to not follow these reasonable expectations.
- Both at school and at the stops in Castlemaine it is important that students embark and disembark in an orderly and courteous manner, allowing younger children to exit first.
- All students must immediately comply with any instructions given by the bus driver.

Other School Bus Rules:

- All students to remain responsible for their own belongings and respectful of others' belongings keep all personal items with them at the foot of their seat, except for music instruments, which can be placed in the designated section
- As at school, no electronic devices are to be used on the bus. (MP3 players, tablets, cameras, phones etc)
- Students are not to swear or be disrespectful to the bus driver or other bus travellers
- No food of any kind, including lollies and chewing gum, is to be eaten on the bus.
- No litter of any kind is to be left on the bus.
- Students may not sit in a different seat from that to which they have been assigned

Seating arrangements

The seating arrangements will be determined by the bus duty person and generally positions the youngest classes at the front of the bus. Travellers are to sit only in the seat they have been assigned for the trip.

Regular Bus Users

Parents must have notified the school of their child's regular weekly bus travel plan via the annual form and, if planning to travel 3-5days per week, must have also submitted the appropriate Bus SCAS form to the school permitting the school to withhold their SCAS allowance as part payment for bus use. Ongoing changes to use should be via a resubmitted form – please contact Reception for this.

Casual Bus Users

When children are to use the bus on an adhoc, Parents must request this by sms, email or phone before midday to firstly determine whether there is a spare seat for them and also to prevent confusion and anxiety at the busy time at the end of the school day. Cost of the bus will be added to the child's next term fee invoice.

Changes to Regular Bus Users' travel

Parents of students with a regular day/s of bus travel are asked to please the office by sms, email or phone if their child is not travelling that day. This allows us to offer the seat to the casual bus user waitlist and also prevents delays to bus departure caused by having to call parents to confirm travel or searching for children who have already been picked up.

Breaches of Bus Rules

If it is determined that students are being disruptive, including being loud or unruly, then they may be required to sit in a different bus seat for a period or not be able to ride the bus for a period.

If there is a failure to follow the bus rules, the following applies:

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1. A warning is issued to the child (or parent for drop off infringement) and an email notification sent to parents
2. A subsequent breach will lead to immediate suspension from bus travel for a week
3. A further breach will lead to bus travel suspension from the bus for the remainder of the term or following term
4. A third breach will result in suspension from the bus for the remainder of the year

Parents and the School Bus

Please ensure you adhere to safe practices when dropping children at bus.

- For the Hargreaves St stop - preferably park in Lytleton St next to St Mary's Hall in the morning or outside the church in Templeton St in the afternoon.
- Do not park in the bus zone.
- Do not allow children to cross the road other than at marked or manned crossings.
- If children are noted as crossing illegally, it will be considered a breach of the bus rules