



### **Procedural Statement 5.3.1: Bus Supervision and Road Safety including EOTC (Education Out of The Classroom) Travel**

#### **School Buses - Daily Travel**

Parents/caregivers of children who travel on the bus and want other arrangements for their children going home must ring or write to tell the school the new arrangement, otherwise children are to be put on the bus they are scheduled to catch to their home destination. Students are to have one main drop-off (home address). Parents/caregivers will be reminded of this procedure regularly.

It will be the Office Receptionist's responsibility to ensure that up-to-date lists are kept of children who catch which bus.

The person who is informed of any new arrangements will record it in the most appropriate way.

The Bus Duty teacher will get any changes to the bus list from the office. The duty teacher will call out the names of children to check that they are all there to get on the bus and will ensure that children catch their buses. Once they are assured that all pupils are on the right bus, bus drivers will be given the O.K. to depart.

- No pupil will travel on any bus that is not on the current bus list, without the permission of the bus duty teacher.
- Bus monitors will be appointed by the school and asked to reinforce safe behaviours. These monitors will be asked to report any bus-related problems to either the Bus Duty Teacher or Principal. The Duty Teacher or Principal will investigate all matters reported and deal with them in a manner outlined in the Behaviour Modification procedure as appropriate.
- Students from years 0 to 3 must be placed on the bus by their parents - if you are requesting a sibling to this please let the office know via email which will be kept on our records.
- Students 0-3 must be met from the bus by parents. If you are unable to and arrange for someone else to do this you must let the office know in writing or your child will be returned to school and you will be phoned to collect. This falls under our duty of care to ensure your child is safe.

#### **EOTC Travel:**

Parents will be notified of the EOTC Event and the travel arrangements made in advance of the trip. If private cars are being used parents will be informed. All checks will be made to ensure the car and driver meet requirements.

#### **Cars transporting pupils to school events:**

- You hold valid insurance on your car
- Your car has a full WoF
- You have been driving in NZ for 2 or more years
- You are over the age of 25
- All children must wear a seatbelt.
- All parents will be requested to complete a form certifying these points prior to any transportation.

#### **Review**

#### **Road Safety**

- We will incorporate the teaching of Road Safety into our Keeping Ourselves Safe Programme

This procedure will be reviewed every three years by the Principal, and ratified at a Board meeting.

Reviewed: Aaron Kemp 07.09.2020 Emma Grieve 15.03.2024

Approved: Scott Fickling 15.03.2024

#### **Links**

[Ministry of Education Guidelines Student Behaviour on Buses](#)

## Bus/Minivan Travel: Code of Conduct and Consent

This is to be read, discussed and signed by **all students and their parents**. One per child in your household. This form covers buses to and from school **and** travel by bus/minivan on school trips. Return the signed form to the school.  
**On the Buses/Minivan, ALL school rules apply until you are safe at home**

<b>I will</b>	<input type="checkbox"/> Listen silently for my name during the bus roll calls <input type="checkbox"/> Wait appropriately for my bus to come and get on respectfully. <input type="checkbox"/> Sit down quietly in my seat, facing forward, <input type="checkbox"/> Put my bag on the floor between my legs or under my seat. <input type="checkbox"/> (Years 0-6) Stay seated at all times. <input type="checkbox"/> (Y7 and Y8) I will stand where requested (when needed) and not move about the bus. <input type="checkbox"/> Wait until the bus stops before I leave my seat to get off. <input type="checkbox"/> Talk to the bus monitors or teacher if someone is not following our expectations (Bystanders Code of Conduct)
<b>I will not</b>	★ Disrespect my bus monitors ★ Disrespect my teachers/Kaiawhina ★ Disrespect my driver ★ Swear ★ Use any device including phones either in the bus line or on the bus ★ Throw anything out of the windows ★ Eat or drink on the bus ★ Be disruptive or annoying to others on the bus ★ Leave my seat ★ Open emergency exits

If I misbehave on the bus, the bus monitor/driver will report it to the Bus Controller or Deputy Principal..

- Incident 1 - warning
- Incident 2 - parent contact and special seating provided
- Incident 3 - removal from the bus for a period agreed upon by the DP and your parents.

Further incidents will potentially permanently remove you from the bus and EOTC travel.

Student's name and room number	
Student's signature	
Parent's name	
Parent's signature	
Date	