



Kaimai School Bus Procedures

All children eligible for bus transport are required to sign a 'Bus User Code of conduct' before being permitted to use the school bus. Parents are expected to go through this code of conduct with the children to ensure they have a clear understanding of their responsibilities.

Getting On the Bus from home:

Children are expected to be at the designated pick up points on time and we recommend that you arrive up to 5 minutes early. Children are delivered back to the pick up points in the afternoon. It is essential that parents are on time to meet the bus as the bus cannot stop and wait for you to arrive at the pick up point. Please note the the bus timetable has the suggested time for your child to be waiting for the bus.

Getting on the bus at school:

Bus rolls are maintained for the separate bus runs. Children line up and are checked onto the appropriate bus by a duty teacher.

Temporary changes:

Any change to your child's normal bus routine must be notified by the parent/caregiver and approved by the school prior to that change taking place. We will not accept verbal instructions from children –if this is the case and the staff have any doubt about where your child should be going the child will be kept at school and you will be notified to collect your child. We cannot risk your child getting off at the wrong stop.

Notification to the school:

Our preferred form of notification is a signed and dated note outlining details of changes. Phone calls must be made BEFORE midday as the office is not always open in the afternoon. Please do not leave messages on the answer phone, as this is not always checked prior to the bus roll being taken –you need to speak to a person. Texting and emailing is fine, but always seek confirmation that the message has been read.

Collecting Bus Children from school:

If you are collecting your child, please do not take your child from school without notifying the bus duty teacher. We often search the grounds looking for children only to find they have been picked up. This is an unnecessary cause of alarm and a waste of time.



Safety tips

Getting on the bus:

- Wait in the designated place – well back from the road.
- Wait until the bus has stopped before getting on.
- Carry your bag in front of you so it does not get caught in the door.
- If seated, put your bag (and anything else you are carrying) on your lap or under the seat in front of you.
- If there are no empty seats, fill the bus from the back first. Put your bag on the floor and hold on to a seat-back or handrail.

Getting off the bus

- Wait until the bus has stopped.
- Carry your bag in front of you so it does not get caught in the door.
- Get off the bus through the front door if possible.
- Get off the bus carefully without pushing.
- Wait well back from the road until the bus has moved away.
- If you need to cross, find a safe place, wait until the bus has moved away and you can see clearly up and down the road, and then cross.

Behavioural expectations for students using school buses

Students who travel on a bus may continue to do so while they behave in a reasonable and safe manner. The following behaviour is expected of students using buses to help make sure the bus is a safe place for everyone:

1. Seated passengers sit down straight away and remain in their seats for the whole journey.
2. Standing passengers stay behind the driver at all times, stand quietly, and do not push or move around the bus.
3. Passengers do not eat or drink in the bus.
4. Passengers do not throw objects inside or out of the bus.
5. Passengers use socially acceptable language when talking to the driver and/or other students, and speak quietly so they do not distract the driver.
6. Passengers respect the bus operator's property at all times (e.g. refrain from standing on seats or vandalising the bus in any way).
7. Passengers do not harass, bully, or abuse other passengers or the driver in any way, whether verbal or physical.
8. Passengers respect others' property and do not interfere with it in any way.
9. Passengers listen to and follow the requirements and instructions of the bus driver and the teacher/s on duty at all times.
10. Passengers do not engage in any behaviour that could put other passengers, the driver, or themselves at risk.

Students who choose to behave in an unsafe and/or unacceptable manner risk losing their place on the school bus