



KAIMAI SCHOOL BUS TRANSPORT PROCEDURE

Rationale:

As many of the children live at a considerable distance from the school and as every child is to have access to free education at a state school, transport assistance has been provided for the children in the form of free bus transport for most children.

Guidelines/Procedures:

1. The Education Act 1989 sets out all the rules and regulations for bus transport assistance.
2. 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.
3. A staff member will be appointed school bus controller. They will be responsible for aspects of bus safety and will liaise with parents, bus contractor, B.O.T. and school on matters relating to transport.
4. The school bus controller will also consult with the Ministry of Transport regarding any safety aspects of the bus route.
5. Staff are to be rostered on after school to check students off the bus list before the student enters the bus. Staff are to contact parents if there is confusion of whether a student should be travelling by bus. Parents are required to contact the school to communicate any changes to a student's normal bus routine, preferably before 12:00pm.
6. At the beginning of each year, appointment and training of school bus wardens will be done by the senior room teacher, in consultation with the bus controller.
7. The school bus controller will take responsibility to provide the necessary reports and returns to the Government servicing contractor and the Ministry of Education.
8. The Education Service Centre for this area administers the service in contract to the Ministry of Education. Any extensions or changes to the bus routes must be negotiated with the service centre who has the final decision regarding these matters.
9. The school agrees to comply with the legal loading limits of all buses.
10. Eligible pupils are normally required to make their own way up to 1.6km to the bus

stop. Transport reimbursement forms will be made available to parents who travel further than this.

11. Where overloading occurs ineligible pupils will be required to find alternative means of transport to and from school.
12. Should a bus break down, the bus driver, where possible is to notify the school of their whereabouts immediately. Alternative ways of getting the children to their school/home can be organised.
13. The bus controller is to be informed of any misbehaviour or problems of a serious nature that may arise on the bus and take appropriate measures.
14. The B.O.T. takes the view that the final responsibility for acceptable conduct of pupils on the bus rests with parents. The Board has the right to withdraw any child from the service who continually offends. This also applies to children travelling to and from technology training classes at Tauranga Primary.
14. Children whose behaviour is not acceptable will be given a verbal warning. Their parents will be contacted and told of the nature of the complaint against their child/ren and given a warning that should there be any further unacceptable behaviour that their child/ren will be placed on a bus contract to monitor behaviour. Should the behaviour continue the child will be removed from the bus for a duration that is acceptable to Principal/Bus Controller/bus company.
15. Courtesy transport is acceptable only with the approval of the local bus contractor. In the event of a serious accident the school staff, B.O.T., local bus contractor, the Education Service Centre and Ministry of Education are in no way liable for any ensuring parental action. Parents are to negotiate directly with the local contractor re courtesy rides.
16. A copy of the Kaimai School Bus Procedures (below) will be made available on the school website and office.

Chairperson: _____

Date: _____

Principal: _____

Date: _____



Kaimai School Bus Procedures

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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