**Transport Policy**

**1.0 Statement of Context & Purpose**

Riding a school bus is a privilege extended to students and can be lost at any time for disruptive or unacceptable conduct.

It is extremely important that each student is aware of the Bus rules and their responsibility in seeing that the entire operation works smoothly and efficiently. Any act of violence against a school bus driver, or student shall be immediately referred to the principal to hold a disciplinary hearing and make recommendations to the school council concerning the incident.

A student may be immediately removed from the bus and/or suspended from school if there is a serious problem on the bus. Suspension from the bus does not mean a child is suspended from school, but it does mean that parents have to find a way to transport child up.

**General Overview**

**AL-TAQWA COLLEGE OCCUPATION HEALTH & SAFETY**

*Al-Taqwa College is committed to providing a work environment that encourages and*

*maintains safety, health and wellbeing for all drivers, contractors, students and visitors.*

- Al-Taqwa College shall provide and maintain safe premises, equipment and systems of work to eliminate or reduce exposure to hazards within the workplace

- Training on Occupational Health and Safety procedures will be made available to every driver, contractor and other persons as required on a regular basis to ensure their safety

- Every person on site from the most junior position to the most senior has individual responsibility for ensuring the health and safety of themselves and others who may be affected by their actions. This is achieved through adherence to the policies and procedures plus the reporting of safety issues contained within the Al-Taqwa College OHS manual. Such action will ensure compliance with all legislative requirements and current "state of knowledge" standards

- Drivers and contractors will be formally involved in any workplace change that may affect the health and safety of drivers and /or other people on company premises

- Supervision shall ensure that all Occupational Health and Safety procedures are implemented within their area of responsibility

- This OHS policy is supported at all levels of the organisation and is to be prominently displayed on all staff noticeboards and other significant locations throughout the workplace

- The Al-Taqwa College OHS Policy and associated procedures shall be monitored to ensure that they best serve the intention to create a safe working environment. The cooperation of every person involved in the operation is expected to ensure that a safe work environment is achieved

**TRANSPORT COORDINATOR**

The transport Coordinator overseas all aspects of school Bus service including buses, drivers,

routes and operation.

The Transport Coordinator must ensure all Al-Taqwa drivers have the following valid

documentation:

o Current appropriate motor vehicle/bus license

o Current Working with Children check or VIT Registration

o A driver accreditation certificate

o First Aid Training

The Transport Coordinator must ensure the buses operated by the College are maintained

and comply with the registered operator’s regulation under the Bus Safety Act 2009 (Vic).

**BUS CONDUCT & DISCIPLINARY**

- The discipline coordinators will deal with bus conduct reports when submitted.

- The coordinators may meet with the student named in the bus conduct report to discuss the report and indicate the consequences. Parents will be given a copy of the report and the follow-up taken by the school.

- Should the consequence include suspension from bus travel, parents will be informed in advance and they will be responsible for transporting their child to and from school during suspension from the bus.

- A student may also face suspension from school for misbehaving on the Bus.

- If the conduct of the student on the school bus is so disruptive, the driver will refer the matter to the transport Coordinator who may recommend to the principal that the student’s transportation privileges be removed.

***For Parents and Students***

It is the parent responsibility to read and explain the bus rules to their children

Bus General Rules:

- Obey the bus driver, who is responsible for the safety of all passengers.

- Do not disturb the driver while he/she is driving.

- Stay on your seat and do not change seats.

- Sit down while the bus is in motion.

- Be quiet - no shouting or whistling.

- No "rough housing" pushing, fighting, throwing.

- Do not open or close the windows of the bus without the driver's permission.

- Keep all parts of the body inside the bus.

- Help keep the bus clean, sanitary, and orderly. Students are encouraged to help care for and protect the valuable equipment in which they ride.

- A student shall not operate the door.

- Must not cause damage.

- Must not throw any object at bus, in bus, or from bus

- Must not leave at an undesignated stop without written permission.

- Students who ride the bus must not walk home unless the school has received a permission note from the child's parent/guardian.

- Students to not enter buses without a driver on board

- Students to follow procedure and exit bus in a timely / orderly fashion

- Smoking by any person is not permitted on a school bus.

- Students must not talk to the driver while the bus is in motion.

- Compliance with the school’s code of conduct while undertaking bus travel.

***Entering and Exiting the Bus Safely:***

- Wait until the bus has come to a complete stop before attempting to board or leave the bus.

- Follow all Pedestrian safety requirements at the Bus area of the School, including:

o Walking on the Pedestrian walkway to access the Bus,

o Not walking in-between buses or on the bus area roadways,

o Using handrails on the bus and wearing seatbelts where these are provided on

the Bus.

- Listen carefully to instructions and any information provided to you by the Bus Coordinator, OHS, Duty Teachers or Bus driver.

- **Be on time** to board the Bus, delays result in lateness to school and home and affect class times in the morning.

- Enter and leave the bus in an orderly and quiet manner.

- After leaving the bus, if you must cross the highway:

- Make sure that the bus has come to a complete stop, the door is still open, and the stop signal is extended.

- Wait till the bus leaves and then cross at the nearest safety crossing or if no safety crossing then look both ways and cross road when it is safe to do so

- Walk, Do not run.

- Do not go in front or behind the bus at any time unless under instructions / supervision from a teacher.

- Stay within sight and hearing of the driver when in the presence of a bus.

- Look both ways; and stay out of the line of traffic until the path across the roadway is free of any danger.

***Bus Assignment***

- Students will ride on the assigned buses.

- Students will board and get off at the assigned bus stop at unless a request by the

parent / guardian is sent to the Transport Coordinator.

- The Transport Coordinator has the right to refuse any request for reasons such as lack of space on other buses, safety concerns etc. If the request is approved Roll Call will be updated.

Violations of the above rules may result in the suspension of bus riding privileges. The following procedures will be followed in dealing with offenders:

- Bus drivers have been instructed to report in writing (Bus conduct report) all disciplinary problems to the school coordinators.

- The teachers on duty will submit conduct cards to the Transport Coordinator who in turn will send a copy to the Level Coordinator.

- The level coordinator will deal with students in accordance with the school Policy.

***Bus Service Booking***

1. Parents of future students wanting to use the school Bus service must pay the Bus

Booking Fee to see whether the bus service is available for that address

2. For new traveller the booking is confirmed when the offer is accepted by the parent/Guardian.

3. The parents of travelling students must book the bus service by End of Third Term. Booking can be made by filling out the Bus booking form. The form is available from the General Admin office or can be downloaded from the Website: www.al-taqwa.vic.edu.au

4. The booking should be made for the whole year. Partial bookings are allowed but priority is given to whole year booking. Partial booking will be placed on a waiting list and are subject to space availability on the buses.

5. A non-refundable bus booking fee per family is paid at the time the booking is made for current / Future students.

6. Bus cancellations must be made by filling the bus cancelation form at least one Term in advance. If cancelation is not made in writing one term in advance, students may be charged Bus fees for that Term.

***Service***

Parents must get their child/children ready prior to bus’s arrival and at the specific pick-up points, in order not to miss the Bus.

Parents can track buses using Roll Call. In order to track the bus, the parent must supply a valid email address in order to create a Roll Call account. Once the account is created the parent will be able to track the bus using Roll Call.

Parents/guardians will take the financial responsibility for any damage caused by their child. Parents/guardians must organise transport for their child should he/she be suspended from school bus.

Parents must not board the bus at any time or interfere with the work of the driver.

***Security Cameras***

All Buses are fitted with Security Cameras.

**PENALTIES FOR OFFENCES**

*Student behaviour and discipline on school buses*

The discipline Coordinator is responsible for the discipline of students and the communication

of acceptable standards of behaviour on school buses to students and families. The discipline

Coordinator should meet with students to discuss issues as they arise, to emphasise the need

for safety on school buses and investigate complaints. The discipline Coordinator has the

authority to take disciplinary measures for misbehaviour, including temporary or permanent

suspension from bus travel.

If a discipline coordinator is concerned about a student’s behaviour, the discipline

Coordinator will issue a warning notice to the relevant student or parent/guardian. The

discipline Coordinator must maintain adequate and up-to-date documentation, such as

reports surrounding incidents of misbehaviour, which may support decisions made in relation

to discipline.

Any subsequent and formal advice of a suspension from bus travel must be provided to the:

- Student and his/her parents/guardians

- Transport Coordinator

During a period of suspension, a student’s transport is the responsibility of their parent/guardian.

1. First Offence: Warning

2. Second Offence: Loss of privilege of bus travel - 2 school days

3. Third Offence: Loss of privilege of bus travel - 10 school days

4. Fourth Offence: Loss of privilege of bus travel – Indefinitely subject to quarterly

review if requested Parents /guardians must pay the bus fare on time. The

Transport Coordinator has the right to suspend any students from catching the

bus if the bus fare is not paid on time.

One-way service is available for parents. Priority will be given to Full time travellers.

Students are permitted to have one pick-up and one destination point only (these points may

be different providing it is a daily occurrence). Transportation is provided from home to/from

school only. Requests that students be picked up and dropped off at other locations will not

be accommodated unless there are exceptional circumstances. The requested change must

be a permanent one that will be the same on a daily basis.

Temporary changes may be permitted on an existing route only. It is the responsibility of the

parents/guardians to ensure that, when the child is returned after school, there is someone

waiting to receive the child.

**CHANGE OF ADDRESS**

If a parent is moving houses, The College Admin office must be notified at least two weeks

prior to moving. A change of address form must be filled out. Failure to do so may result in a

delay in organising bus service from new address. Prior to moving the parent should ensure

the new address is serviced by the school.

**FOR DRIVERS**

**CODE OF CONDUCT**

1. Must behave honestly and with integrity in the course of Al-Taqwa College

employment.

2. Must act with care and diligence in the course of Al-Taqwa College employment.

3. Must treat everyone with respect and courtesy, and without harassment.

4. Must comply with all applicable Australian laws.

5. If employed by Al-Taqwa, a driver must uphold Al-Taqwa College Values and the integrity

6. Must comply with any other conduct requirement that is prescribed in future documents which will be posted on the notice board.

7. Must not smoke on the bus or at Al-Taqwa premises.

8. Must hold a current motor vehicle licence with the correct endorsements required to drive a bus

9. Must notify the College if their motor vehicle/bus licence has been suspended or cancelled.

10. Must comply with all OHS policies

11. Must attend training as required.

**DEALING WITH STUDENTS**

- Should a student fail to behave in a manner that demonstrates respect for people and/or property and ensures safe travel to and from school, drivers are required to submit a Bus conduct report to the transport Coordinator

- Drivers must not eject a student for misconduct at any place other than his/her home

or school.

- In the event students do not comply with the conditions of travel, bus drivers are

advised to follow the procedure below:

1. Stop the bus at a safe location.

2. Record the full details of the offending student

3. Submit a conduct report to the transport coordinator as soon as possible.

 Driver must not handle students physically.

 Drivers must work and act professionally and be a good role model to Students.

**SAFETY RULES**

- A driver must ensure the bus is in safe working order. The driver must check Oil,

Water and Tyres on regular basis to ensure the bus is in safe working order. Should

the bus needs any service, the bus driver must advise the transport coordinator

immediately. Drivers will report all health & safety hazards, incidents, accidents and

injuries as soon as possible and fill out the appropriate paperwork as soon as possible.

- Drivers will attend safety training, driver training and refreshers and any other safety

information, instructions and meetings arranged by the College.

- Drivers will maintain a current list of College emergency contact numbers on the Bus.

**PM PROCEDURES**

1. A Bus driver is to park the bus in the designated bay.

2. A driver is to mark students using Roll Call when the Board the bus as ON.

3. If any of the students listed on the manifest don't board the bus by 3.30. The driver should advise the teacher on duty.

4. The teacher on duty should will search for the student and instruct the driver accordingly.

5. When a student disembarks, he or she should be marked OFF on Roll Call.

**BUSES MAINTENANCE**

- The transport Coordinator will organise buses maintenance and safety inspections.

- Buses will be serviced regularly by the authorised service provider.

- The buses will be serviced in accordance with the manufacturer’s recommendations.

- The buses will undergo an annual safety inspection by an authorised safety

inspection. Once the inspection is carried out, all noted defects are to be repaired.

- The annual safety inspections are to be carried by the due date.

**Help for Non-English Speakers**

If you require assistance in understanding this policy, please contact Al-Taqwa College (03) 9269 5000.