ASSUMPTION COLLEGE

ASSUMPTION COLLEGE BUS SERVICE CODE OF CONDUCT

Preamble

This service is provided primarily for students attending Assumption College and St Patrick's Primary School, Kilmore. The bus service is administered by Assumption College and has been contracted to Seymour Passenger Services Pty. Ltd. The Principal of Assumption College is the Officer in Charge of the bus service and may delegate this responsibility.

Responsibilities of parties involved in the Assumption College bus service

Bus Company (Seymour Passenger Services Pty. Ltd. hold the contract)

1. Provide safe buses with adequate seating capacity to service the contracted bus routes.
2. Engage appropriately qualified and suitable personnel to drive school buses.
3. Liaise with the Principal of Assumption College on any matters of concern.

Bus drivers

1. Drive buses safely and reliably.
2. Drive students to and from their designated pick-up places and respective schools. Drivers will not allow undesignated drop-offs. Drivers will not evict students en route as a punishment.
3. Be conscious of passengers' conduct and the safety of their buses. To report misconduct to the manager of the bus company who will refer it, in writing, to the Principal of Assumption College.
4. Insist that student's board and leave buses safely.
5. Treat students fairly, reasonably, consistently and responsibly.
6. Ensure that all passengers tap on and off the bus using the cards issued by the school.
7. Do not carry unauthorised people or goods.

Parents and guardians

Use of the Assumption College bus service is a privilege not an automatic right, and, therefore, the following responsibilities must be met:

1. Ensure that your children arrive at designated bus stops at least five minutes before the bus's scheduled departure time to avoid delays.
2. Ensure that your children board and leave the bus safely. Students must wait until the bus has stopped before boarding or leaving. They should queue at their stop. On leaving the bus, students should wait on the same side of the road until the bus departs and not try to cross the road until they have full vision in both directions.

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3. Do not chase the bus in the family car. Drivers will only stop at designated stops.

4. Anyone who cuts off a bus to force it to stop will be reported to the Principal.

5. If students miss the bus, parents or guardians must arrange alternative transportation.

6. When waiting for a bus, parents or guardians should park on the same side of the road as the bus but not in bus bays.

7. Parents or guardians should promptly collect children from stops.

8. Parents or guardians must respond promptly to correspondence from the College, especially when it concerns new routes being devised for new semesters or the start of the following year.

9. The Bus Co Ordinator should be contacted in the first instance regarding concerns about the bus service, bus company or bus driver.

Students

Use of the Assumption College bus service is a privilege not an automatic right, and, therefore, the following responsibilities must be met:

1. Arrive at the bus stop at least five minutes before the scheduled departure time to avoid delays.

2. Remain in your designated seat for the entire journey.

3. Do not talk loudly, chant, call out, throw objects or create any disturbance that would distract the driver.

4. Do not eat or drink on the bus, unless a written medical reason from a qualified practitioner is given to the College.

5. Do not put any part of your body out windows, throw anything, call out or make inappropriate comments or gestures from the windows.

6. Do not put feet on seats.

7. Do not damage or vandalise the bus. All damage must be paid for students will impose their parents or guardians and a suspension and/or a length of community service imposed on those involved.

8. Do not bring dangerous substances or objects onto the bus.

9. Place rubbish in bins provided.

10. Do not harass, intimidate or victimise others on the bus including the driver.

11. Do not become involved in verbal or physical fights on the bus.

12. Do not distract the driver especially while the bus is moving.

13. Act as a positive role model to fellow bus passengers, especially younger students.

14. Anyone who allows another student to use his or her bus pass will be suspended from the bus service.

15. Itinerant passengers or friends of regular passengers are not permitted to travel on buses.

16. The driver has the ultimate responsibility for ensuring the safety of passengers and, therefore, any of his or her instructions relating to safe bus travel must be obeyed.

17. Bus Cards must be scanned when getting on and off the bus.

18. Wear seatbelts when fitted to comply with road laws.

Consequences for breaches of the bus code of conduct

Student misbehaviour on buses can seriously jeopardise the safety of those on board and other road users. Consequences for misbehaviour will be consistently and strictly imposed.

1. For minor infringements, a verbal warning will be given and recorded by the driver.

2. If any further minor misconduct occurs within a term, the driver will notify the bus company in writing, with details of the misconduct. This will be passed on to the appropriate Assumption College staff member who will contact the parent or guardian, advising that a further infringement may incur an official suspension from bus travel.

In the case of non- Assumption College students, an official written notice of concern will be sent to the Principal of their school and they will contact their parent or guardian.

3. An immediate official suspension from bus travel will occur in the case of serious misconduct such as harassment, fighting, disobeying driver's instructions, actions that jeopardise safety etc.

4. Where there is continued misconduct and/or where the seriousness of the misconduct warrants, the Principal will issue an official notice that the student will no longer be permitted to use the bus service