

RUTHERGLEN KINDERGARTEN BUS TRANSPORTATION PROCEDURE

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Validated by: Rutherglen Kindergarten Staff

PURPOSE

This policy will provide:

- guidelines for children who travel from home to Kindergarten via private bus companies
- to ensure compliance with the Department of Education and Training School Bus Program

PROCEDURE STATEMENT

1. VALUES

Rutherglen Kindergarten is committed to the Guiding Principles of the National Quality Framework, and also to:

- The rights of children to travel safely as passengers
- encouraging the rights of children to be active citizens in the community
- advising users of the service

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, parents/guardians, and children attending Rutherglen Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

In 1944, the Victorian Government introduced a free school contract bus service to assist students in rural and regional Victorian areas access their nearest government secondary school. The free school contract bus service provides practical transport to as many eligible students as possible, in a way that is safe and practical for students.

Procedural Guidelines for School contract bus services in Rural and Regional Victoria (the 'guidelines') are designed to assist principals and other school staff members in managing safe and efficient school contract bus services. This document is also a resource for contractors, parents/guardians and bus passengers. These guidelines do not apply to special school transport, public transport or the conveyance allowance scheme. Separate guidelines have been developed for those services.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Bus Safety Act 2009 (Vic)*
- *Bus Safety Regulations 2010 (Vic)*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *Standard 2.3: Each child is protected*
- *Transport Integration Act 2010 (Vic)*

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms – e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. are provided in the General Definitions section of this manual and can be referred to as required.

Coordinating Principal: a person who has been given permission by the DET to run the School Bus Program (Currently the principal at Rutherglen High School)

5. SOURCES AND RELATED POLICIES

Sources

- Department of Education and Training School Bus Program
<https://www.education.vic.gov.au/school/teachers/transport/Pages/schoolbus.aspx>

Service policies

- Acceptance and Refusal of Authorisations Policy
- Delivery and collection of Children policy
- Supervision of Children policy

PROCEDURES

The Approved Provider is responsible for:

- Ensuring parents/guardians have completed the bus travel forms (*refer to Attachments 1 & 2*).
- Providing an attendance record that meets the requirements of Regulation 158(1) and is signed by an educator on delivery of the child from the bus each day.

The Nominated Supervisor is responsible for:

- Providing written confirmation to the coordinating principal that the child is independently able to travel on the bus and that an educator will escort the child between the bus stop and the Kinder in the morning. Bus drivers are not permitted to escort students from the bus to the Kinder. Children need to be 4years of age to travel on the bus. Proof of age needs to be checked.
- Making sure a copy of the bus forms are provided by Rutherglen high school or a copy is made at the Kinder and put in the child's enrolment record.
- ensuring that there are procedures in place if a child who is expected to arrive by bus does not show up.
- Notify/Contact parent/guardian immediately if a child does not arrive on the bus as expected.

Other educators are responsible for:

- Ensuring that children travelling on the bus will be met at the bus stop and escorted between the bus stop and the Kinder.
- Signing the child into the service in the attendance record book.

Parents/guardians are responsible for:

- Accepting the conditions of travel and the authority of the coordinating principal.
- Providing the director at Rutherglen Kindergarten with a copy of Form 6 (*Attachment 2*) to sign.

- Completing the bus forms (*refer to Attachments 1 & 2*) and handing them both into Rutherglen high school before a child travels on the bus.
- Ensuring their child is 4 years of age (children under 4 are not permitted to travel on the bus) and has a 'buddy' or sibling to go on the bus with them to look after them.
- For making alternative transport arrangements if seating becomes insufficient due to an increase in the number of students with prior rights to travel or a smaller vehicle is engaged for Rutherglen high school.
- Provides written confirmation to the coordinating principal that the child is independently able to travel on a bus.
- Informing the Kinder staff what days their child will travel on the bus and who will be collecting the child from Kinder on these days.
- Informing the Kindergarten staff, if there are any changes to the child's normal bus arrangement on a certain day.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness.
- monitoring implementation, compliance, complaints and incidents in relation to the policy and procedures
- keeping up to date with current legislation, research, policy and best practice
- observing changes to the service environment e.g. increased/decreased enrolments
- revising the policy and procedures as part of the service's policy review cycle, or as required
- notifying parents/guardians at least 14 days before making any changes to the policy or its procedures (this is a requirement under Regulation 172 of the National Regulations for policies mandated by law and would be considered Best Practice for all service policies and procedures).

ATTACHMENTS

- Attachment 1: Application for Permission to Travel – Eligible Students
- Attachment 2: Written undertakings for pre-school passengers

ATTACHMENT 1:



Form 1: Application for Permission to Travel – School Students

This form is for school students requiring regular bus travel.

This form can also be used for pre-school students together with the *Form 6: Written undertakings for pre-school students*.

For other types of travellers, please use the appropriate form:

- *Form 2 – Student ad hoc travel*
- *Form 3 – Post-Secondary students*
- *Form 4 – General public*

Year: <input type="text"/>	Term: <input type="text"/>	Submit completed and signed form to enrolled school or coordinating school							
APPLICANT DETAILS									
RESIDENTIAL ADDRESS									
Street Address: <input type="text"/>									
Town/Suburb: <input type="text"/>		State: <input type="text"/>	Postcode: <input type="text"/>						
Exact distance (in km) by the shortest practicable route:		Home to school: <input type="text"/> km	Home to bus stop: <input type="text"/> km						
POSTAL ADDRESS									
<input type="checkbox"/> Same as above									
Postal Address: <input type="text"/>									
Town/Suburb: <input type="text"/>		State: <input type="text"/>	Postcode: <input type="text"/>						
PARENT/GUARDIAN DETAILS									
First Name: <input type="text"/>	Surname: <input type="text"/>		Telephone: <input type="text"/>	<input type="text"/>					
First Name: <input type="text"/>	Surname: <input type="text"/>		Telephone: <input type="text"/>	<input type="text"/>					
Email: <input type="text"/>									
Emergency contacts	1. Name: <input type="text"/>	Relationship: <input type="text"/>	Telephone: <input type="text"/>	<input type="text"/>					
	2. Name: <input type="text"/>	Relationship: <input type="text"/>	Telephone: <input type="text"/>	<input type="text"/>					
TRAVELLER DETAILS									
STUDENT ONE									
First Name: <input type="text"/>	Surname: <input type="text"/>		Date of birth: <input type="text"/>	<input type="text"/>					
Travel start date: <input type="text"/>	School enrolled: <input type="text"/>	Year level at time of travel: <input type="text"/>		<input type="text"/>					
Any medical problems or requirements the driver should be notified of? If yes, please provide details: <input type="text"/>									
Which days do you intend to use this service? (check the applicable box/s):									
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
STUDENT TWO									
First Name: <input type="text"/>	Surname: <input type="text"/>		Date of birth: <input type="text"/>	<input type="text"/>					
Travel start date: <input type="text"/>	School enrolled: <input type="text"/>	Year level at time of travel: <input type="text"/>		<input type="text"/>					
Any medical problems or requirements the driver should be notified of? If yes, please provide details: <input type="text"/>									
Which days do you intend to use this service? (check the applicable box/s):									
MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
STUDENT THREE									
First Name: <input type="text"/>	Surname: <input type="text"/>		Date of birth: <input type="text"/>	<input type="text"/>					
Travel start date: <input type="text"/>	School enrolled: <input type="text"/>	Year level at time of travel: <input type="text"/>		<input type="text"/>					
Any medical problems or requirements the driver should be notified of? If yes, please provide details: <input type="text"/>									
Which days do you intend to use this service? (check the applicable box/s):									

Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

To ensure safe travel on school buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
- Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The student's name and full details of the breach will be recorded.
- The student will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- Supervision is not provided at roadside stops. Parents/guardians are responsible for their children upon disembarking the afternoon service.
- Parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.
- It is understood that bus travel is provided and accepted on these conditions.

PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address or school.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child(ren).
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.
5. I will notify the principal in writing should my child(ren) no longer require transport assistance.

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

I understand that if I or my child (ren) do not comply with the Conditions of Travel, it may result in my child (ren) not being permitted to travel on the school bus service.

I understand that if my child(ren) are assessed as not eligible for transport assistance, I will be required to pay a Term fare of \$125 for each child or I may apply for a fare exemption. Fare exemption criteria are listed on page 4 of this application form.

If assessed as not eligible (fare payer or with an exemption), I understand that my child(ren)'s permission to travel on the school bus service is subject to the following terms and conditions:

1. My child(ren) may only travel where seating is available on the service after all students with prior rights have been accommodated.
2. I will make alternative arrangements if seating becomes insufficient after students with prior rights to travel are accommodated.
3. My child(ren)'s continued access to the bus service will be subject to review at the end of each term.
4. My child(ren) may not form a case or part of a case for the retention, extension or addition of services, or a route or timetable alteration, or the provision of a larger vehicle.
5. Curriculum preference does not guarantee my child(ren) continued access to the school bus service.

I acknowledge the decision about whether my child(ren) can travel on the school bus service is at the discretion of the coordinating principal and may be reviewed at any time in accordance with these terms and conditions.

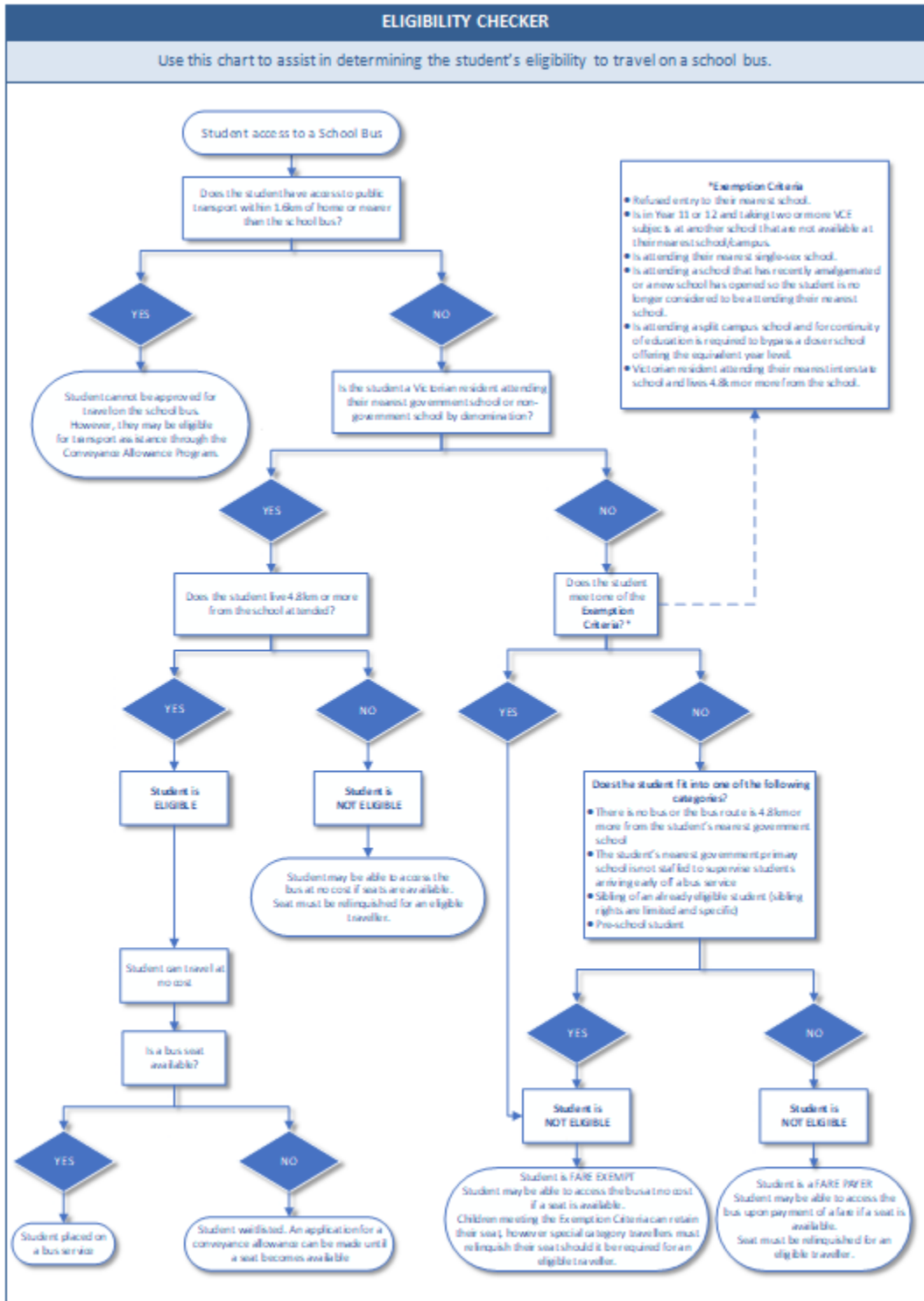
Parent/guardian name:	<input type="text"/>
Parent/guardian signature:	<input type="text"/>
Date:	<input type="text"/>

STUDENT (s) TO COMPLETE:

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

	Student one	Student two	Student three
Student name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student signature:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>



OFFICE USE ONLY					
Date Form Received:	<input type="text"/>	Received By (name):	<input type="text"/>		
Date Form Assessed:	<input type="text"/>	Form signed? Return to applicant if not signed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
For pre-school students, has the Form 6: Written undertakings for pre-school passengers been signed?					<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Application Approved	<input type="checkbox"/> Application Declined		Waitlisted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have any of these students been granted eligibility based on an exemption? If yes, specify exemption from policy:					
Student one:	<input type="text"/>				
Student two:	<input type="text"/>				
Student three:	<input type="text"/>				
Please indicate the student's Eligibility Status below (Eligible, Not Eligible – Fare Payer, Not Eligible – Exempt)					
Student one:	<input type="text"/>				
Student two:	<input type="text"/>				
Student three:	<input type="text"/>				
Total Fare amount (if applicable):	\$ <input type="text"/>	Has Parent/Guardian been invoiced?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="text"/>
Fares collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has Parent been notified in writing of travel status?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="text"/>
BUS SERVICE DETAILS					
AM Bus Service (s)					
Bus route allocated:	<input type="text"/>	Bus operator:	<input type="text"/>		
Interchange details -if req.:	<input type="text"/>	Bus operator:	<input type="text"/>		
Pick-up bus stop location:	<input type="text"/>	Pick up time:	<input type="text"/>		
Drop off bus stop location:	<input type="text"/>	Drop off time:	<input type="text"/>		
Seat number allocated:	<input type="text"/>	Bus roll updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments:	<input type="text"/>				
PM Bus Service (s)					
Bus route allocated:	<input type="text"/>	Bus operator:	<input type="text"/>		
Interchange details -if req.:	<input type="text"/>	Bus operator:	<input type="text"/>		
Pick-up bus stop location:	<input type="text"/>	Pick up time:	<input type="text"/>		
Drop off bus stop location:	<input type="text"/>	Drop off time:	<input type="text"/>		
Seat number allocated:	<input type="text"/>	Bus roll updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments:	<input type="text"/>				

IMPORTANT:	
<ul style="list-style-type: none"> When advising Parents/Guardians that a fare payment is required, it is important to communicate the full fare amount and the fare payable due date prior to advising that travel is approved. Parents/Guardians must be advised that travel cannot be approved until fare payment (term by term) is made. Please ensure that all fares collected are recorded on the fares acquittal template, available on the Department's website. 	
School Bus Coordinator Name:	<input type="text"/>
School Signature – Coordinating Principal / Delegate signature:	<input type="text"/>
Date:	<input type="text"/>

ATTACHMENT 2:



Education and Training



Form 6: Written undertakings for pre-school passengers

This form is to be completed and signed by the parent/guardian of a student travelling under the pre-school student exemption. This form must also be signed by the pre-school director. This form must accompany *Form 1: Application for Permission to Travel*.

Student name		Pre-school director	
Pre-school attended		Pre-school telephone	
Pre-school address			Postcode

PARENT/GUARDIAN to Complete:

I understand that my child is expected to comply with the Conditions of Travel as agreed to in *Form 1: Application for Permission to Travel* (which must be submitted as part of this application). I have explained the Conditions of Travel to my child.

I undertake that my child is capable of travelling independently on the school bus service and understands what the Conditions of Travel mean. I understand there will be no direct adult supervision, other than the bus driver, while my child is travelling on the school bus service.

I understand that if my child does not comply with the Conditions of Travel, it may result in my child not being permitted to travel on the school bus service.

I undertake to ensure my child is at the bus stop at least 10 minutes prior to scheduled arrival of the morning school bus service and I will directly supervise my child until the school bus service arrives and my child has boarded the bus.

I undertake to ensure I will be at the bus stop 10 minutes prior to the scheduled arrival of the afternoon school bus service and will directly supervise my child once they have alighted from the bus.

I understand that my child's permission to travel on the school bus service is also subject to the following terms and conditions:

1. My child may only travel where seating is available on the service after all students with prior rights have been accommodated.
2. I will make alternative arrangements if seating becomes insufficient after students with prior rights to travel are accommodated.
3. My child's continued access to the bus service will be subject to review at the end of each term.
4. My child may not form a case or part of a case for the retention, extension or addition of services, or a route or timetable alteration, or the provision of a larger vehicle.

I acknowledge the decision about whether my child can travel on the school bus service is at the discretion of the coordinating principal of the school bus service, and may be reviewed at any time in accordance with these terms and conditions.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

PRE SCHOOL DIRECTOR to Complete:

I understand the child is expected to comply with the Conditions of Travel attached to *Form 1: Application for Permission to Travel*. (Note; Form 1 must be accompanying this form).

I confirm the child named above is 4 years of age or older and is capable of travelling independently on the school bus service and complying with the Conditions of Travel.

I confirm the parent/guardian and I have made arrangements (in writing) for the provision of an adult escort to accompany the child between the pre-school and the designated bus stop on the days of travel.

I am aware the bus driver is not permitted to escort children between the pre-school and the bus stop.

Pre-school director name (please print) _____

Pre-school director signature _____

Date _____

OFFICE USE ONLY					
Date Form Submitted		Form Signed - Yes/No – if no, return to Parent/Guardian/Pre School Director for signature			
Date Form completed		Parent/Guardian signed?		Pre School Director signed?	
Note: Form 6 must be submitted along with Form 1. If not completed, parents are required to submit both forms prior to travel approval.					