



TRANSPORT TO & FROM SCHOOL

POLICY STATEMENT

This policy pertains to transport to and from school provided by Department of Education & Training (DET) contractors

AIMS

It is our goal to work in partnership with the Department of Education & Training (DET) contractors to provide students who live within the designated transport zone with a quality transport service to and from school.

IMPLEMENTATION

- Once the student is on the bus they become the responsibility of the bus company.
- All students will have an allocated bus seat recommended by the school to ensure safe travel by all students
- All Bus personnel will be trained at the beginning of the school year and again mid-way to ensure that they are aware of student's medical needs and any behavioral concerns that may arise.
- All buses will have individual student medical forms available in an easy to find location.
- All bus personnel will follow the departure and arrival procedure as outlined by the school
- All students will have a transportation plan signed by parents/Principal and Bus company
- Each time a student arrives or departs via school bus, this will be documented on DET Manifest System by staff.
- The manifest will be authorised by certified staff personnel each morning after completing an inspection of the relevant bus.

While in transit:

- All statutory road laws and signs are to be observed.
- All drivers and chaperones are to be familiar with relevant procedures that ensure safe student travel.
- During the trip the chaperone must see to all passengers' health and safety as required.
- Bus staff must ensure that adequate numbers of wheelchair restraints and/or any special seating/equipment is present prior to departure.
- All doors must be unlocked, when travelling. Doors and hoists should be checked prior to departure.
- The designated speed limit is to be observed at all times within the bus bay area /car park and driveway.
- Reversing buses have right of way at all times within the bus bay area.
- All undue noise is to be kept to an absolute minimum whilst within the bus bay area/carpark and driveway. This includes revving of engines, use of horn, etc.

Arrival at school:

- No bus is to arrive prior to 8.30 am. At the completion of the morning run. Students are not to be debussed until the staff on duty is in the bus bay.
- Upon arrival at Monash Special Developmental School after the morning route responsibility remains with the driver until a staff member from Monash Special Developmental School takes over the responsibility of the students.
- Students must not be left in buses unsupervised during debussing in bus bay. Monash Special Developmental School staff will bring students to the buses for the drivers/chaperones to load and ensure that they have their seat belts and safety supports in place (if required). It is not permitted for any driver to leave his/her vehicle unattended with passengers on board unless in an emergency. Drivers are not to leave vehicles unattended with engine running.
- Although assistance may be given by other drivers and/or chaperones in loading and unloading, it is the driver's responsibility to ensure that all passengers are safely secured (both students in wheelchairs and mobile student) before commencing the journey. School Support Officers can assist the loading and unloading of mobile students.
- Assistance by other drivers is to be given, when possible, to late or new drivers in debussing after the morning bus route.
- Students are to be clear of the area around the buses as soon as they are unloaded. They are not to go through the gates and onto the bus unless a staff member or bus chaperone is supervising.
- Any messages for the drivers, re changes of normal travelling routine of students, will be directed to the school office before loading in the afternoon
- Any alterations, e.g. additions, deletions, and/or time change to bus schedule can be made by Monash Special Developmental School after confirming such arrangement with the Bus Company concerned.
- No-one other than students on bus runs or students identified for respite, may be transported on DET school buses.
- The Principal or their nominee will make a decision re the transport of any equipment after consultation with the bus company concerned. Large items cannot be transported and respite bags can be no larger than 'carry on' size luggage.
- Parents are to contact Bus Company if any changes are to be made regarding their child's bus route and are also to notify the school.
- Parents are to ensure that both the school and the bus company have current contact phone numbers of parents or carers and emergency contacts for emergency use.
- Parents are also requested to give permission to the school to provide Crown Coaches with information re student health issues.
- Bus delay procedures: Parents will be notified if there are delays to the scheduled times as follows:

AM delays - Bus Company contacts the parents

PM delays - School staff contact the parents if the delay occurs at school,
otherwise the bus company will advise.

Student arrival at home:

Upon arrival at the student's home in the morning, a waiting time of three (3) minutes is allowed. It is requested that arrival is not earlier than as stated on the timetable.

If upon arrival in the afternoon, no one is home to collect students from the bus, the driver will wait three (3) minutes, then proceed on the run. The bus company will endeavor to contact parent/ emergency contacts whilst the bus completes the run. If parent contact is not successful the bus will either return the student to school or take the student to the depot for parents to collect. If no contact can be made the child will be taken to the nearest police station.

When a parent is unable to meet their child off the bus the parents must provide the bus company with the name of the carer receiving the child and the means of identification this carer will provide.

In the event that a student is **not fit to travel home** on the school bus, the parents will be contacted to pick their child up from school.

MAINTAINING SAFE STUDENT CONDUCT

If a student is not able to manage their behavior during the journey to or from school the bus company will provide the school with a 'Notice of concern regarding student bus traveler' form which identifies a behaviour of concern. All efforts will be made by the school staff to support the student to reestablish safe travel behaviour. Therapy staff, the Class Teacher and the Behaviour Support Coordinators will be involved in this process. On most occasions simple strategies can be implemented by bus staff & / or school staff to ensure that the student's behaviour has settled.

When the behaviour of a student is such that the health and safety of the other passengers on that bus is at risk, the following procedure will apply after a multiple incidents.

1. Following discussion with the bus company, a meeting will be held between the Principal (or his/her nominee) the parent, a representative from Crown Coaches or Quinces Coaches and relevant staff.
2. The focus of the meeting will be to identify a range of strategies which can be used by all parties to improve the current situation.
3. The student may be suspended from using the bus service for a negotiated period of time e.g. 2 weeks while the intervention strategies are put in place.
4. Buckle guards, harnesses etc. can only be used after the legal guardian, GP and a psychologist given permission & have signed the relevant documentation
5. The student will be transitioned back onto the bus e.g. starting with selected days / morning or afternoon only.
6. It is a priority for all students to return to bus travel where possible.

7. If the student is unable to be safely transported, the bus company may choose to cease transporting the student.

Communication

Staff

- Staff induction program.

Parents

- DEECD transport manual

REVIEW

Date Reviewed: 14/03/2019

School Council Approval Person and Date:

Review Date: 14/03/2022