



**Overnewton**  
Anglican Community College

# Bus Code of Conduct and Travel Policy for Students



# Contents

<b>Bus Code of Conduct and Travel Policy for Students</b>	<b>2</b>
Purpose	2
Scope	2
Policy Statement	2
Definitions	2
<b>Policy Implementation</b>	<b>3</b>
1. Conditions of Travel	3
2. Breaches of the Bus Code of Conduct for Students Travelling on College Chartered Buses	3
3. Agreement for Travel on Chartered Bus Service	4
<b>Policy Status and Review</b>	<b>4</b>

# Bus Code of Conduct and Travel Policy for Students

Safety and student conduct during bus travel to and from school or for the purpose of a camp or excursion are viewed serious and significant matters. All students who travel on a bus for Overnewton Anglican Community College (the College) related trips must read, agree, and sign, in conjunction with their parent/guardian the *Bus Code of Conduct and Travel Policy for Students*.

## Purpose

The purpose of this policy is to outline the specific responsibilities and expectations of students who access the bus service for College travel. Student behaviour, in particular, whilst waiting for and traveling on the school buses is of vital importance to their safety and wellbeing.

In line with the Safe Transport Policy, the Bus Code of Conduct and Travel Policy for Students aims to:

- ensure safe transport environments for students to arrive at, and leave, the College;
- take all reasonable measures to ensure the safety of students whilst travelling by bus;
- provide students with guidance on expected behaviours whilst waiting for and travelling on a buses for College purposes.

## Scope

This document applies to all students who access the bus service employed by the College. Parents/guardians and College staff are also to be familiar with the policy and support its implementation.

## Policy Statement

This policy outlines the requirements for all students travelling on buses employed by the College. Access to the College bus service requires the implementation of explicit behaviour expectations that must be supported by parents/guardians.

Staff escorting students via the College bus service to camps and excursions will ensure students are aware of the Bus Code of Conduct.

Students accessing the College chartered bus service for travel to and/or from school in the mornings and/or afternoons are expected to verify their understanding and agreement of travel requirements by signing the Bus Code of Conduct.

## Definitions

### ***Bus Service***

- The use of hired buses to transport members of the College community for the purpose of College organised events, such as; excursions, sporting events, camp, etc.

### ***Chartered Bus Service***

- A private contracted arrangement for the use of hired buses to transport Overnewton students to and from the College, from specific areas within the community. This arrangement includes fixed routes and schedules to meet the needs of families within the College community with a user pays agreement.

### ***Bus Pass***

- The College individual student Identification (ID) Card is utilised as a bus pass for chartered bus travel.

### ***Tap On / Tap Off***

- The use of individual student ID card to register travel on chartered buses to and from the College (am and pm routes).

# Policy Implementation

## 1. Conditions of Travel

To ensure the safety and wellbeing of all passengers traveling on the College employed bus service, the following conditions apply at all times.

Students accessing any College bus service are expected to:

- wait calmly, quietly and in an orderly fashion, away from the road at all times whilst waiting for the bus;
- ensure the bus has stopped completely before attempting to board;
- wait for the direction of staff prior to boarding any bus;
- place bags and other belongings on the floor of the selected seat (or in the overhead storage area);
- sit in an allocated seat, if this has been instructed;
- secure seatbelt immediately upon being seated on the bus;
- ensure their seatbelt remains secured for the duration of the journey;
- remain in seat at all times whilst the bus is moving;
- ensure voices remain at a low volume, so as not to distract the bus driver (screaming or yelling on the bus is prohibited);
- use a standard conversational tone when speaking on the bus; profanities or offensive language are prohibited;
- refrain from speaking to the bus driver whilst the bus is in motion;
- keep all body parts inside the bus at all times; under no circumstances are body parts to protrude from the bus;
- ensure objects are not thrown within, or out of the bus;
- refrain from consuming food and/or drink on the bus;
- abstain from smoking or vaping on the bus; this is strictly prohibited;
- respect other people and their property whilst on the bus;
- respect the bus and its equipment at all times during travel; refraining from engaging in acts that may damage the bus (including vandalism of any kind);
- take responsibility for own behaviour and conduct themselves in a respectful and safe manner during the bus journey; boisterous conduct or any action which may distract the driver or cause injury to other students is prohibited;
- conduct themselves in accordance with the College's *Taking Responsibility* and *Anti-Bullying Policies* whilst undertaking bus travel;
- disembark from the bus in an orderly manner;
- ensure all rubbish and belongings are removed from the bus when disembarking;
- remain clear of the bus after disembarking to ensure it can safely resume its journey; never crossing the road in front of the bus;
- follow the directives provided by College staff or the bus driver at all times.

In addition to the above, students travelling via the chartered bus service to and/or from school will:

- 'tap on' and 'tap off' the bus using their school ID card;  
**Note:** Failure to produce an ID card on the afternoon bus run will result in the student being denied access to boarding the bus. In these instances, the parent/guardian will be required to collect the student from the school. The student will need to obtain a replacement ID card (at cost to the parent/guardian) prior to being permitted to utilise the service.

Parents/guardians and students should be aware that all school chartered buses are fitted with CCTV systems. Student behaviour can be observed and monitored via the CCTV footage at any time by College staff and the bus company.

## 2. Breaches of the Bus Code of Conduct for Students Travelling on College Chartered Buses

If a student who travels on a College chartered bus fails to meet the expectations outlined in the Bus Code of Conduct and Travel Policy for Students, the following consequences will apply:

First Incident	Verbal warning issued by the bus driver or staff member.
Second Incident	Bus driver will inform the College and CCTV footage may be reviewed. A formal warning will be issued by the relevant Year Level Leader or Deputy Head of School. A review of the Bus Code of Conduct and Travel Policy for Students with the student involved, and an outline of the consequences of continued misconduct will take place at this time. Parents will also be informed. Incident Reports are to be documented by staff in the relevant digital platform.
Third Incident	CCTV footage will be reviewed by the Head of School and temporary exclusion from school bus travel will be instilled for a period of time (as determined by the Head of School). During the exclusion period, it is the responsibility of parents/guardians to arrange transport for the student to and from school each day. The student and their parent/guardian will meet with the Head of School to discuss re-entry to bus travel and consequences of further misconduct at the conclusion of the exclusion period.
Fourth incident	The student and parent/guardian will be invited to meet with the Deputy Principal/Head of Campus and permanent exclusion from all school bus travel will be actioned.

In more serious breaches of the Code, some steps in this process may be omitted and the student may be immediately excluded from all bus travel as determined by the relevant staff.

### 3. Agreement for Travel on Chartered Bus Service

All parents/guardians requesting to enrol their child/ren on the College chartered bus service must read and understand the expectations within this Code of Conduct. It is essential that parents/guardians also ensure their child/ren are aware of the Bus Code of Conduct and the responsibilities and behaviours expected of them as bus travellers. During the booking process, parents/guardians will be asked to acknowledge their agreement of the Bus Code of Conduct on behalf of themselves and their child/ren before enrolment for bus travel on the College chartered buses will be accepted. This acknowledgement is required annually.

## Policy Status and Review

The Principal, and/or delegates, is responsible for reviewing and updating the Bus Code of Conduct and Travel Policy for Students at least every three years. The review will include input from the Deputy Principal's and Heads of School. The College Leadership Team (CLT) review the policy, and the Risk Management Committee (RMC) will provide final approval of this policy.

### Document Details

Date Created	January 2016
Date Reviewed	4 April 2025
Next Review Date	4 April 2028
Policy Owner	Principal
Approved By	Risk Management Committee

## Version Control

Version	Date	Description	Reviewed by/Date	Approved by/Date
1	2016	Policy Created	2016	2016
2	2021	Policy Review and Update	2021	2021
3	March 2025	Policy Review and Update Reviewed by Policies and Procedures Management Group (PPMG) and Risk Management Working Group.	PPMG & RMC - March 2025	RMC 4 <sup>th</sup> April 2025