



Student Responsibilities and Code of Conduct for Bus Travel

Matters of safety and student conduct are viewed seriously. All students who travel on the chartered Overnewton buses must read, agree, and sign, in conjunction with their parent/guardian the *Student Responsibilities and Code of Conduct for Bus Travel*.

AIM

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

- Provide safe environments for students to arrive at and leave the school.
- Take all reasonable measures to ensure the safety of students travelling by bus.
- Provide students with guidance on how they are expected to behave on buses and at bus stops through the Code of Conduct.

RATIONALE

Student behaviour on and around the school buses and the efficiency of the bus service are of vital importance to student safety.

EXPECTATIONS AND CONSEQUENCES

Students are expected to:

- Conduct themselves in accordance with the College's *Taking Responsibility* and *Anti-Bullying Policies*.
- Respect other people and their property.
- Wait for the bus in an orderly manner.
- Take responsibility for their own behaviour and conduct themselves in a respectful and safe manner whilst on the bus.
- Use designated bus stops.
- When alighting from the bus, do so in an orderly manner.
- In case of an emergency or a breakdown, follow the directions of drivers.

These expected behaviours are outlined in the Code of Conduct below.

If a student fails to meet the expectations outlined in the Code of Conduct, the following consequences will apply:

- Warning issued by the bus driver.
- Bus driver will inform the College.
- Warning issued by the relevant Head of School and a review of the Code of Conduct with the student and an outline of the consequences of continued misconduct.
- Parent/s informed.
- Temporary exclusion from school bus travel for a brief period of time.
- Exclusion from all school bus travel.

In more serious breaches of the Code, some steps in this process may be omitted.

During a period of suspension or exclusion, the responsibility for transporting the students to/from school rests with the parent/guardian.



Examples of how students are expected to meet the Code are outlined below.

Expected behaviour	
Respect other people and their property.	Students are required to: <ul style="list-style-type: none"> • Treat other people and their possessions with care, consideration and respect. • Listen to the driver and follow the bus drivers' directions without argument. • Respect and protect bus property/equipment by not causing damage and reporting vandalism.
Wait for the bus in an orderly manner.	Students are required to: <ul style="list-style-type: none"> • Be on time at the bus stop each morning and at the bus loading area each afternoon • Wait well back from the bus/roadway until it stops and allow other passengers to leave the bus before boarding. • Stand quietly without calling out or shouting. • Not push other people in the line.
Take responsibility for their behaviour and conduct themselves in a respectful and safe manner whilst on the bus.	Students are required to: <ul style="list-style-type: none"> • Always use their bus pass. • Always follow instructions from the driver about safety on the bus. • Stay in their seat and not move around the bus. • Store school bags under the seat. • Refrain from throwing objects around the bus. • Talk quietly to the people around them. Shouting and yelling is not appropriate. • Always wear the seat belt provided and refrain from placing their feet on the seats. • Keep arms, legs and other parts of the body clear of the aisles. • Eat and drink before getting on the bus. • Always use appropriate language. No offensive language will be tolerated. • Use mobile devices/electronic devices in accordance with the <i>Responsible Use of ICT Devices Agreement for Middle School, Canowindra, and Senior School.</i>
Use designated bus stops.	It is the responsibility of students to disembark at their correct designated stop.
When alighting from the bus, do so in an orderly manner.	Students are required to: <ul style="list-style-type: none"> • Wait until the bus stops before standing or removing their seat belt to disembark. • Alight from the bus in a quiet and orderly fashion. • After getting off the bus, stay clear of the bus so that it can safely resume its journey and never cross the road in front of the bus • Use crossings or traffic lights if available.
In case of an emergency or a breakdown, follow the directions of drivers.	Students are required to: <ul style="list-style-type: none"> • Always follow instructions of drivers. • Wait until the bus stops before standing to get off. • Leave the bus in a quiet and orderly fashion. • Wait in the area indicated by the driver.

I have read the *Student Responsibilities and Code of Conduct for Bus Travel* and understand the behaviour expected of me/my child and any consequences that may ensue from failure to comply with the expectations outlined above.

Name:..... Name:.....

Signature:..... Signature:.....
Student **Parent/Guardian**