

Tasman District School School Bus Policy and Procedures



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Version 2.0 – 5/12/2022

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1. Rationale

Over 80% of Tasman District School (herein after referred to as TDS) students regularly travel on buses to and from school. All students, as well as the bus drivers, have a right to feel safe when travelling on buses and a responsibility to ensure that behaviour is respectful and appropriate.

2. Scope

This policy and procedure applies to buses carrying students to and from school each day. It does not apply to chartered buses for excursions or the school bus, which is used to transport students to and from one-off events.

3. Application

This policy applies to all students who travel to and from school by bus.

4. Procedures

1. Parents notify School Office of any bus changes. This needs to be done by **2.00pm**.
If parents need to collect their child urgently after this time, they must notify the School Office and/or contact the driver of their child's bus directly to inform them of the change.
2. The teacher who is on duty during this time will inform drivers of any bus changes that affect them. The teacher is also responsible for ensuring that bus lines are orderly and assisting the Bus Monitors where necessary.
3. When buses arrive to collect students at the end of each day, the doors of the bus **remain closed**. Students boarding each bus will line up on the footpath adjacent to the bus. Once bus drivers are ready, the doors of the bus will open and students may board the bus. In cases of inclement weather, students will board the bus earlier than normal.
4. Buses must leave the school grounds at **2:50pm**. This is Tasman Peninsula Buses' (herein after referred to as TPB) contractual obligation. Any student who misses the bus must report to the School Office, where parents will be notified to come and collect their child.
5. In case of a **critical incident**, all bus drivers have the mobile number of the local police officer. Drivers will call the police first and then notify Steve Mundy on 0407 603 673, owner of TPB. Either the police or Steve will notify TDS if they think it necessary to do so. It is at the bus

company's discretion if the students responsible are not permitted to travel on the bus as a result of such an incident.

6. If a minor incident occurs while students are travelling on the bus, parents need to make contact with **TPB**. TDS will be notified by the bus company if necessary.

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