

Bus Users Policy

The bus service of St Joseph's College is provided to assist students' travel to the College. The Transportation fee charged contributes to, but in no way covers the full cost of the bus operation.

To assist in the smooth running of the service, please note and act on the following:

- a) The College Leadership Team is responsible for establishing bus routes, pick-up and drop-off points.

After bus routes are finalised at the beginning of the year, there will be no changes to bus stops or bus routes unless necessary and this is to be at the approval of the Principal only.

IMPORTANT NOTE: Should a student need to depart the bus at a different stop to their usual stop, their parents/guardians shall supply a signed note detailing and authorising this variation. This note is to be given to the Bus Driver for forwarding on to the College.

If a student enrolling mid-year wishes to catch a bus, and there is a vacancy, he/she must go to an existing stop unless bus stops and times can be changed without interrupting or changing route or timetable.

- b) The students will have set times and locations for morning pick-up. Students must be at that point 3-5 minutes before the set time. The bus will arrive within a minute or so of the set time, traffic permitting, but will not wait at the stop.

If the bus does not arrive, students should wait at their designated pick up point. Should the bus be more than 30 minutes late there are two options

1. Students return home; or
 2. Wait for a relief vehicle (ALL families will be contacted). A relief vehicle will be sent; this may take some time, but it will come to the designated stops, not the students' homes. (If both parents/carers are at work it is a good idea for the student to have access to a phone facility to call the school at (07) 5670 5500 – the office phone will be answered from 7.00am)
- c) In the afternoon, students must be at the bus parking area prior to departure
 - d) If there is any major delay in the afternoons with the bus service, parents should contact the school office on (07) 5670 5500. In all instances, if there is a major delay, the College will try to contact parents to advise them of contingency plans if a bus is not able to complete its journey.
 - e) Parents/carers who have completed "Request for School Bus Transport" form and paid the term fee will be advised by email during the week prior to first term commencing, of their child's bus route and time of pick up. This form can be accessed, completed and lodged via our [Parent Portal](#) (click on link).
 - f) The transportation fee is for a full term, either one way or return. The fee is to be paid in full prior to the commencement of the term. If the student is absent for any reason, **no refunds** will be given.

A set of Bus Regulations is attached and forms part of this policy.

Acting together, we can provide safe and comfortable travel for our students.



Bus Code of Conduct

Bus regulations are a key element in ensuring the comfort of passengers and the safety of operation of the school buses. Their purpose is to prevent unnecessary distraction of the driver whose attention needs to be focused on traffic and road conditions. As this affects the lives and well-being of your children, we are certain you as parents/carers will support this policy. **All normal College rules apply whilst traveling on buses.**

1. For their safety, students are to obey driver's directions at all times.
2. Seat belts are to be worn at all times.
3. Students are required to behave in a responsible, respectful, safe and orderly manner.
4. **NEVER CROSS THE ROAD IN FRONT OF THE BUS.** Wait until the bus has moved away and it is safe to cross the road.
5. Students enter any bus with the driver's permission and in the presence of either the driver/teacher. Entry will always be in an orderly manner.
6. School bags are to be stowed safely and not in bus aisle. Feet should not be on the seats.
7. Windows are to remain closed in air-conditioned buses.
8. Food, drinks or chewing gum are **NOT** to be consumed on buses at any time (excursion and sport included).
9. Use of electronic devices are permitted on buses provided they are fitted with headphones or ear-pieces.
Reminder: College Mobile Phone & Device Policy extends to bus transport.
10. ** Vandalism of seats, seatbelts, trim, signs, etc. by any method will not be tolerated.
11. ** Swearing, fighting or spitting on buses will not be tolerated.

****NOTE:** Infringement of rules 15 & 16 will result in immediate loss of bus privileges AND restitution of any damage.

These regulations are in line with Department of Transport and Main Roads ['Code of Conduct for School Students Travelling on Buses'](#).

Penalty Guidelines for Infringement of Any of The Above Rules

First Infringement - a warning by driver that incident report will be issued for next offence.

Second Infringement - incident report issued - detention.

Third Infringement - incident report issued - loss of bus privilege one (1) week.

Fourth Infringement - incident report issued - loss of bus privilege balance of term.

Fifth Infringement - incident report issued - total loss of bus privilege for balance of year.

In matters not specifically covered by this policy, members of the College will observe the principles outlined in the College Code of Behaviour concerning the dignity of each person, respect for others and their property and mutual co-operation.

The use of the College bus service implies acceptance of the above regulations and policy by the students and their parents/guardians.