

Title:	Document no.:
College Bus Policy	AA0002

POLICY INFORMATION	
Policy domain:	Executive Leadership Team
Policy owner:	Principal
Responsible officer:	Principal
Publishing location:	AA0002

REVISION RECORD					
Version	Approval date	Authorised by	Effective date	Review cycle	Review date
001	23/01/25	Principal	23/01/25	2 years	23/01/2027

### College Bus Service Behaviour Policy

As part of our commitment to providing a safe and efficient transportation system, the college has implemented the following behaviour policy for students using the bus service. This policy ensures the safety, comfort, and well-being of all passengers, staff, and the community. All students, parents, and guardians are expected to familiarise themselves with and adhere to these guidelines.

#### General Expectations

1. **Respectful Conduct:** All students must behave respectfully toward bus drivers, staff, and fellow passengers at all times.
2. **Safety First:** Students must remain seated, wear seat belts (if provided), and keep aisles clear while the bus is in motion.
3. **Punctuality:** Students should arrive at the designated bus stop on time to ensure efficient operation of the service.

#### Prohibited Behaviours

4. **No Disruptive Behaviour:** Loud talking, playing music without headphones, or any other disruptive behaviour is not allowed.
5. **Prohibition of Dangerous Actions:** Students must not lean out of windows, throw objects, or engage in behaviour that jeopardises safety.
6. **No Vandalism:** Damage to bus property, such as writing on seats or tampering with equipment, is strictly prohibited.

#### Bus Stops and Pick-Up Points

7. **Supervision at Stops:** Students must act responsibly and avoid loitering or disturbing nearby residents while waiting at stops.
8. **Designated Stops Only:** Students are required to use only their assigned pick-up and drop-off points.

#### Consequences for Misbehaviour

9. **Progressive Discipline:** Misbehaviour on the bus will be addressed using the college's standard behaviour management policy, starting with warnings and escalating to temporary or permanent suspension from the bus service if necessary.

10. Parental Notification: Parents/guardians will be informed of any significant behavioural issues on the bus.

### Emergency Procedures

11. Evacuation Drills: Students will participate in bus evacuation drills to ensure they understand procedures during an emergency.
12. Driver Authority: The bus driver is responsible for the safety of all passengers and must be respected. Students must follow their instructions at all times.

### Care for Belongings

13. Lost and Found: Personal items left on the bus will be kept in the lost and found area for a limited time. Students should check regularly for misplaced belongings.

### Environmental Responsibility

14. Litter-Free Buses: Students are expected to keep the bus clean and dispose of trash appropriately after leaving.

---

By using the bus service, students agree to comply with the above guidelines. Ensuring the safety and comfort of all passengers is a shared responsibility, and your cooperation is greatly appreciated.

For any questions or concerns regarding this policy, please contact the college administration.