

BUS TRAVELLERS POLICY

INTRODUCTION:

Horizon Christian School owns and operates an extensive bus fleet to give families easy access to the school from a number of neighbouring towns. Horizon Christian School has a clear expectation that all conduct on buses and while waiting for bus travel, will be courteous, caring and supportive of safety for all.

POLICY STATEMENT:

At all times, including during bus travel, Horizon Christian School students are expected and encouraged to demonstrate behaviour which is safe, caring and orderly.

It is the right of all school bus travellers to have the safest possible service provided.

The driver will treat all students respectfully and in turn will be treated respectfully by all students.

It is the responsibility of all bus travellers to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers.

In order for this to occur the following **Expectations For All Bus Travellers Apply (Expectations):**

1. Remain in your allocated seat at all times.
2. Sit facing the front at all times.
3. Seat belts are to be worn at all times.
4. Wait for the bus to stop before leaving your seat to exit the bus.
5. Behave in a quiet responsible way at all times and with all bus travellers.
6. Please do not yell, throw things or eat on the bus.
7. Please drink only water to help keep our bus clean.
8. Please keep all parts of your body inside the bus at all times.
9. Please keep feet off seats.
10. Please obey all directions given by the driver.
11. Mobile Phones are to be used responsibly at all times (no photos or videos to be taken).

The driver is responsible for managing behaviour on the bus. It is expected that minor breaches of the expectations will be addressed and when these are repeated, they will be documented by the driver. The driver will report serious and/or repeated breaches of these expectations, and any incident or concern that interferes with the safe operation of the bus, to the Principal (or delegate).

CRITICAL BEHAVIOUR INCIDENTS:

In the event that a student demonstrates extreme behavior on the bus, drivers are encouraged to stop the bus in a safe place and manage the situations by:

1. Asking the students to stop the behavior
2. Calling the Principal/Assistant Principal
 - To report the situation
 - To have the Principal/Assistant Principal speak with the student
3. Calling the parent
4. To report the situation
5. To have the parent speak with the student
6. Calling the Police (only if the safety and welfare of travellers/driver is threatened)
7. Evacuating student demonstrating extreme behavior (Only if the safety and welfare of travellers/driver is threatened)

Parent/Guardian Initial

(I have read and understood the information on this page) _____

BUS TRAVELLERS POLICY, CONT...

The school Principal (or delegate) will investigate any reported incidents of poor behaviour and if it is substantiated the following procedure will be used:

STEP 1	1st incident	Formal warning (written letter posted home).
STEP 2	2nd incident	1 week suspension from bus travel.
STEP 3	3rd incident	1 month suspension from bus travel.
STEP 4	4th incident	Expelled from bus travel.

At the second and subsequent incidents, parents will be contacted by telephone and the suspension will be effective from the time of telephone contact.

In the case of a serious breach of the rules, Step 1 and/or Step 2 may be omitted after consultation with all parties. If a parent believes that an injustice has occurred they will use the school's grievance procedure to address this.

All student bus travellers are to complete and return the Bus Travellers Contract prior to using the Horizon Bus Service.

CONTRACT:

I understand that travelling on the Horizon Christian School bus is a privilege and that I need to behave in ways that ensures safe bus travel, and is caring and orderly for everyone, including the bus driver.

In my behaviour I will:

- Uphold all the bus expectations.
- Speak respectfully to the driver.
- Support a friendly bus environment.
- Care for all other travellers.
- Speak with only a quite conversational volume.

I understand that if I do not behave properly there will be consequences and my bus travel privilege may be removed.

Student to sign:

Print name: