

TERANG COLLEGE

BUSES

POLICY (Operations)

1. RATIONALE

- 1.1 An extensive school bus network managed by the Department of Transport supplies free bus transport to students living in regional Victoria. Parents need to be given clear and concise advice regarding transport available for their child.

2. AIM

Terang College is the co-ordinating school for the bus services provided by the Victorian Government and will:

- 2.1. co-ordinate the provision of this service to Terang College, Noorat Primary School, St Thomas' School and Mercy Regional College
- 2.2. provide a safe and secure bus system ensuring all eligible students have access to this service
- 2.3. make decisions based on the Department of Education and Training (DET) and Victorian Government School Bus Service Guidelines.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. Terang College will make decisions based on the Department of Education and Training (DET) and Victorian Government School Bus Service Guidelines and implement:
- 3.3. Meetings:
 - 3.2.1 A meeting will be held at the Terang College on the fifth Tuesday of term 1 and term 3 each year.
 - 3.2.2 Attendance at each meeting will be open to:
 - 3.2.2.1 representative from each school
 - 3.2.2.2 representative from each bus company
 - 3.2.2.3 co-ordinating school principal and delegate
- 3.4. Administration:
 - 3.3.1 Terang College will administer the following:
 - 3.3.1.1 meeting arrangements and recording of these meetings
 - 3.3.1.2 Emergency Procedures & Behaviour Rules
 - update regularly
 - distribute updated copy to
 - each school requesting the information be forwarded to all parents
 - bus folders
 - bus drivers
 - bus companies
 - 3.3.1.3 maintain accountable records which include
 - the personal and parent details all students travelling on all buses
 - the enrolled school of each student
 - bus route stop point locations and am & pm stop times
 - bus details
 - bus contractor's details
 - 3.3.1.4 information forwarded to each school will include:
 - map indicating all bus routes
 - emergency procedures
 - bus route loadings
 - rolls relevant to their school
 - bus passes
 - behaviour rules
 - 3.3.1.4 information forwarded to each bus driver will include:
 - map indicating all bus routes
 - emergency procedures
 - parent contact details
 - bus stop locations & times
 - behaviour report proformas
 - behaviour rules

- 3.5. Travel Entitlement & Conditions:
- 3.4.1 An application form is to be completed by any person applying to use the bus service.
- 3.4.2 Bus Passes
- any changes to usual bus travel must have an approved bus pass
 - a bus pass will only be issued for reasons as outlined in the Bus Behaviour Rules – not for sporting convenience, etc.
 - written / telephone notification from parents must be received when issuing a bus pass
 - one notification can cover a period of time
 - drivers need to be vigilant on bus passes
 - a bus pass is required if they are on the same bus but changing bus stop
 - the buses are not to stop at undesignated bus stops, e.g. stadium
- 3.4.3 When an unenrolled child boards the bus
- the child is to be taken to their school
 - bus driver is to inform the Terang College office
 - the Terang College office will make contact with parent
- 3.344 In the event that parents of primary students are not at the bus stop and the driver has concerns they are to ring the Terang College 5 – 12 campus and admin staff will endeavour to make contact with the parents or their emergency contact.
- 3.6. Bus Service:
- 3.5.1 Buses should not leave Terang College 5-12 campus before 3.30 pm.
- 3.5.2 Drivers will not leave the designated bus route unless directed by the Terang College Principal or his delegate.
- 3.5.3 Drivers will ensure all travellers remain on the bus until approved destination.
- 3.5.4 Bus drivers are to adhere strictly to am and pm stop times.
- 3.5.5 Cancelled bus travel will be the decision of the Terang College Principal who will make decisions based on Emergency Management information and directions received,
- 3.5.6 Terang Town Bus will operate independently to the Government provided bus services co-ordinated by Terang College.
- 3.7. Bus Captains will:
- 3.6.1 be appointed two per bus by Terang College Principal.
- 3.6.2 mark rolls for both am and pm travel and return these to the Terang College 5-12 campus office.
- 3.6.3 organise a replacement if both captains will be away.
- 3.8. Complaints:
- 3.7.1 Discipline Forms:
- 3.7.1.1 Blank forms will be provided in the bus folders.
- 3.7.1.2 Drivers are encouraged to complete discipline forms.
- 3.7.1.3 Completed forms are to be forwarded to the Terang College.
- 3.7.2 Parent:
- 3.7.2.1 Parents are encouraged to forward concerns in writing, as this becomes supporting documentation for future reference.
- 3.9. Bus Waiting Areas:
- 3.8.1 School:
- 3.8.1.1 Schools are to ensure students are waiting to board the bus as soon as it arrives at their location.
- 3.8.2 Home :
- 3.8.2.1 Bus stops will only be approved after the relevant bus company, Shire and the department has deemed it as safe and appropriate.
- 3.8.2.2 Students are expected to be waiting at the bus stop.
- 3.8.2.3 For am & pm, buses will remain at bus stops until scheduled stop time.
- 3.9. Conveyance Allowance:
- 3.9.1 Terang College will advise parents via Compass and Facebook of the criteria to enable eligibility for Conveyance Allowance.

4. EVALUATION

- 4.1. This policy will be reviewed as part of the College three-year review cycle.

Approved by College Council on 20/08/2018