



GOORNONG PRIMARY SCHOOL

STUDENT BUS TRAVEL CODE OF CONDUCT 2022

PURPOSE OF THIS DOCUMENT:

Children who travel on our school bus have the right to a safe and enjoyable journey between home and school. In the morning, a pleasant trip to school can set the tone for a day of productive learning.

The overwhelming majority of students behave appropriately whilst on the school bus and contribute to enjoyable travel. However the inappropriate behaviour of some students can spoil the trip for others.

Bus drivers have the important role of driving the bus in a safe manner as well as ensuring the safety and security of all passengers. This can be a complex task when faced with having to drive the bus, watch out for possible dangers on the road and observe the behaviour of passengers. Consequently, it is important that all passengers respect the rights of drivers while they are in control of a vehicle.

The purpose of this document is to provide a framework to:

- Assist bus drivers in the management of situations where students behave inappropriately on the bus and
- Encourage and support appropriate behaviour on the school bus

This document also outlines the roles, rights and responsibilities of students, parents/carers, the bus driver and the school principal in contributing to safe and enjoyable travel.

This document has been approved and is supported by Goornong Primary School Principal, School Council and Goornong Bus Service.

An effective partnership between the bus operator, bus driver, school and parents is needed to develop and encourage appropriate behaviours on the school bus.

RIGHTS AND RESPONSIBILITIES OF THOSE INVOLVED WITH STUDENT BUS TRAVEL:

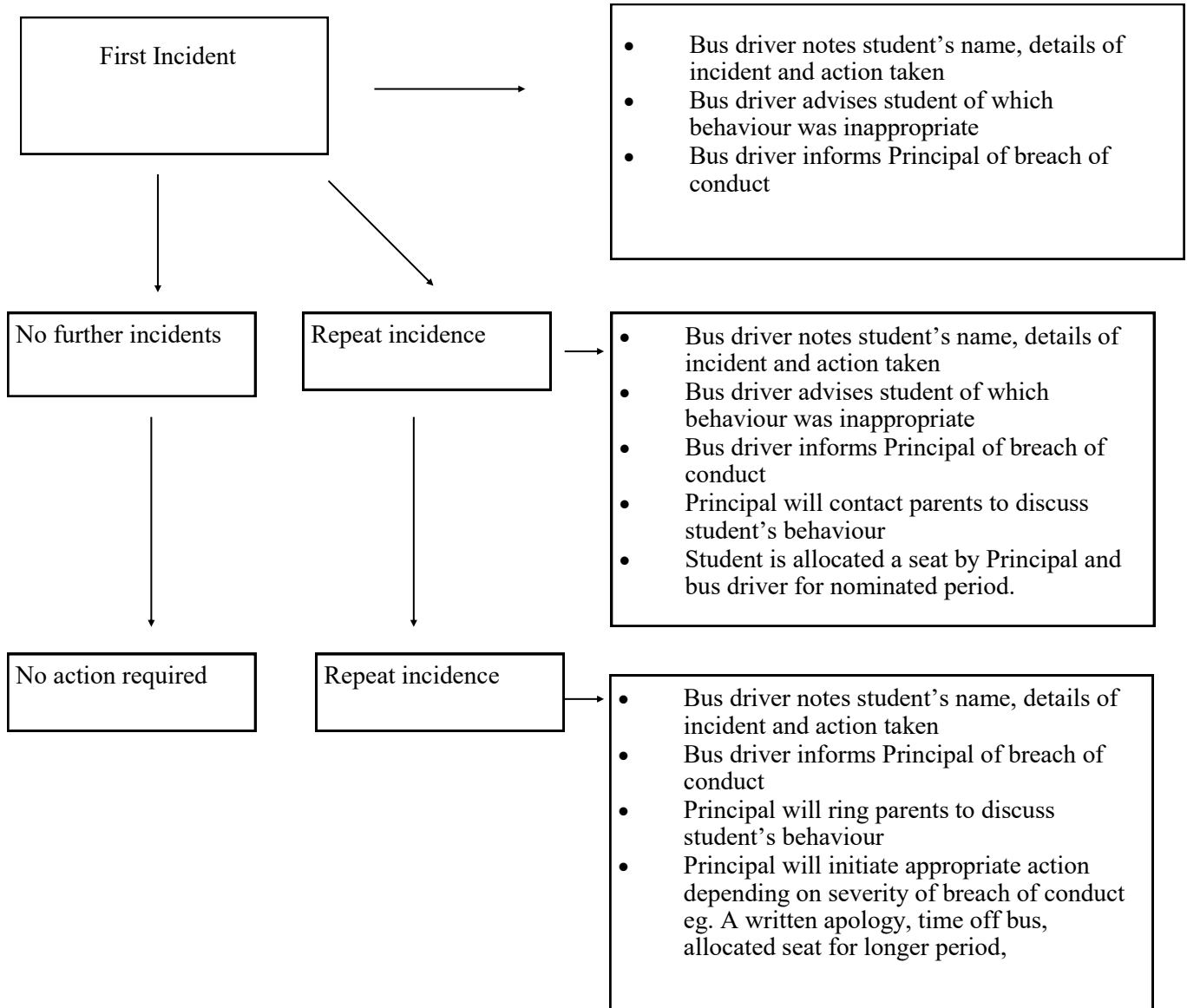
STAKEHOLDER	RIGHTS	RESPONSIBILITIES
Students	<ul style="list-style-type: none"> • Students have the right to: • Safe and comfortable travel • Be treated with courtesy • Travel free from verbal and physical abuse • Board and disembark in a safe manner • Enjoy their travel 	<ul style="list-style-type: none"> • Students have a responsibility to: • Contribute to safe and enjoyable travel for all passengers • Sit properly in their seat with seatbelt fastened. • Follow the Code of Conduct and accept the rules of bus operators • Be responsible for their attitudes and actions • Respect the rights of other passengers • Treat bus drivers with respect • Follow direction/instruction of drivers • Report any unsafe behaviour to drivers/schools • Express concerns in an appropriate manner • Demonstrate self control • Be cooperative
Parents	<p>Parents/carers have the right to:</p> <ul style="list-style-type: none"> • Safe and comfortable travel for their students • Be respected and treated fairly by drivers and students • Receive accurate information about the behaviour of their students • Have concerns listened to and considered in a fair manner 	<p>Parents/carers have a responsibility to:</p> <ul style="list-style-type: none"> • Ensure the safe travel of their students to and from the bus service • Ensure their students have an understanding of the Code of Conduct • Ensure that the area where their students wait for and exit from the bus is hazard free and safe at all times. • Maintain lines of communication with bus drivers or schools to discuss concerns • Treat bus drivers fairly and with respect • Be available for discussions about the behaviour of their students and be prepared to support decisions arising out of such discussions • Pay for costs of repairs of malicious damage to bus or property caused by their students

<p>Bus Driver</p>	<p>Bus drivers have the right to:</p> <ul style="list-style-type: none"> • Understand the Code of Conduct • Feel safe and be free from dangerous actions from students and others • Be treated with courtesy and respect free from physical and verbal abuse • Receive help and support from the bus operators, parents/carers and school as required • Conduct their duties in an environment free from excessive noise • Allocate seats for student/s if deemed necessary 	<p>Bus Drivers have a responsibility to:</p> <ul style="list-style-type: none"> • Ensure student travel in a safe environment • Inform students of the rules of the bus and Code of Conduct • Ensure they follow the Code of Conduct procedures and directives • Utilise preventative and reasonable behaviour management strategies where needed. This may mean, that in certain circumstances, the Bus Driver may need to physically restrain a student for their own or other passengers safety. • Use non-discriminatory and appropriate language and practices at all times • Treat students with courtesy
<p>School/Principals</p>	<p>Schools/Principals have the right to:</p> <ul style="list-style-type: none"> • Expect safe and comfortable travel for their students • Raise student travel issues directly with bus drivers, parents/carers and students • Be informed about the Code of Conduct and its associated procedures • Allocate seats for student/s if deemed necessary 	<p>Schools/Principals have the responsibility to:</p> <ul style="list-style-type: none"> • Ensure effective communication between students, parents/carers and bus drivers is maintained • Promote appropriate behaviour on buses with students, teacher and parents/carers • Include school bus behaviour within the school's behaviour management policy • Support bus drivers in the application of procedures and processes of the Code of Conduct

ROLES OF STUDENTS TRAVELLING ON THE BUS

Expected Behaviour	Examples of how to meet the code
Respect other people and property	<p>Students are required to:</p> <ul style="list-style-type: none"> • Treat other people and their possessions with respect • Follow bus driver's directions without argument • Not interfere with bus property, equipment, shelters and signs by marking or damaging them in any way
Wait for the bus in an orderly manner	<p>Students are required to:</p> <ul style="list-style-type: none"> • Wait well back from the bus until it stops before boarding • Stand quietly without calling out or shouting • Not push other people in the line
Whilst on the bus, conduct yourself in an orderly manner	<p>Students are required to:</p> <ul style="list-style-type: none"> • Always follow instructions from the driver about safety on the bus • Sit properly on a your chosen seat for the duration of the journey or sit properly in your allocated seat for the duration of the journey. • Wear your seatbelt properly for the entire journey. • School bags to be kept at your feet or underneath the seat • Speak quietly and not create unnecessary noise • drink only water on the bus • Request permission to eat food before the start of the bus journey • Be responsible for any personal items they bring on the bus for the duration of the journey. These items must be only used by the students themselves whilst on the bus. <u>Goornong Bus Service takes no responsibility for any damage to personal items.</u> <p>It is not appropriate or acceptable for students to:</p> <ul style="list-style-type: none"> • Move around the bus during travel or remove their seatbelt during travel. • Bully or harass other students or the driver • Place feet on the seats • Fight, spit, or use offensive language • Throw any articles around or from the bus • Allow any portion of their body to protrude out of the bus windows • Distract drivers through the use of mobile phones or other electronic devices
Use designated stops	<p>It is the responsibility of students to disembark at their correct designated stop or ask for assistance if they are unsure.</p>
When disembarking from the bus, do so in an orderly manner	<p>Students are required to:</p> <ul style="list-style-type: none"> • have their bags packed and all personal items with them so they are immediately ready to exit the bus when it stops at their designated stop • Wait until the bus stops before standing to get off • Disembark from the bus in a quiet and orderly fashion • Never cross the road in front of the bus unless instructed by the driver.
In case of an emergency or a breakdown, follow the directions of the driver	<p>Students are required to:</p> <p>Follow instructions of drivers at all times Remain seated until the driver instructs you to do otherwise Leave the bus in a quiet and orderly fashion Wait in the area indicated by the driver</p>

BREACHES OF CODE OF CONDUCT:



AGREEMENT TO ABIDE BY CODE OF CONDUCT:

I/we have read the above Bus Travellers Code of Conduct and agree to abide by these rules.

Student Name: _____ **Signed** _____
(Student)

Student Name: _____ **Signed:** _____
(Student)

Student Name: _____ **Signed:** _____
(Student)

Student Name: _____ **Signed:** _____
(Student)

Parent/Carer Name: _____ **Signed:** _____
(Parent/Carer)

Parent/Carer Name: _____ **Signed:** _____
(Parent/Carer)

THE USE OF SEATBELTS ON OUR SCHOOL BUS:

It is now compulsory for all school buses to be fitted with seatbelts. According to VicRoads “If travelling on a bus or coach with seatbelts, you and any companions must wear a seatbelt.”

However, according to Road Safety Road Rules 2009 (**Rules 265(3) and 266(1)**) it is not the responsibility of the bus driver to ensure that students are wearing their seatbelt. We encourage parents to talk with their children about their responsibility in this regard and for the parents to strongly encourage their child/ren to use the seatbelts when they are on the bus. Of course, the bus driver, as far as practical, will request students to remain in their seats with seatbelts on whilst they are on the bus but if the child decides to take their seatbelt off, it is not the responsibility of the driver to make them put it back on. It is, of course, preferable that they do so.

Whenever the bus is being used for a school excursion, it is the responsibility of the teacher in charge (and not the bus driver) to ensure that all students are wearing their seatbelts appropriately.

CHILD RESTRAINTS:

According to VicRoads: “If the bus has more than 12 seating positions, including the driver, the driver is exempt from complying with the Child Restraint Road Rules.” This means that children travelling in the bus are not required by law to use child restraints or booster seats.

However, if you wish for your child to use a child restraint or a booster seat, there are 12 anchorage points on the bus that we can use for this purpose. It is, however, your responsibility to supply your child with the appropriate child restraint or booster seat. Maintenance of the child restraint or booster seat is the responsibility of the parent and not of the bus driver.

Information regarding appropriate child restraints and booster seats is available on the VicRoads website.

DVD PLAYER ON OUR SCHOOL BUS:

Our bus is now fitted with a video player for the enjoyment of our passengers. This video will be available for use on school charters. However, it will not be in use when on our contractual bus route due to the number of stops needing to be made. Each time the bus door is opened, the video player is stopped and the DVD screen is raised back to the roof. Continually doing this throughout the contractual bus run would result in unnecessary wear on the equipment.

If the bus is being hired by the school, it is at the discretion of the supervising teaching staff as to whether they wish the DVD player to be used. It is also their responsibility to provide a suitable DVD to be screened. Goornong Bus Service will not provide DVD's to be played.

FOOD AND DRINK ON THE SCHOOL BUS:

We ask that no food or drink (with the exception of water from a water bottle) be consumed on the new bus in order to protect the seats and inside of the bus. Bus travellers are encouraged to have a quick snack prior to boarding the bus at the end of the school day.

VIDEO SURVEILLANCE N THE SCHOOL BUS:

Most new buses are now automatically fitted with video surveillance equipment both inside and outside the bus. This is to protect both the driver and the passengers. It is for Occupational Health and Safety and WorkCover purposes. School bus runs are a contractual arrangement between Public Transport Victoria and the bus operator and the use of the CCTV recording is a vital tool in assisting us to meet our contractual obligations and our responsibilities as outlined in the Procedures and Policies Document by Public Transport Victoria and DEECD.

On our bus there will be a camera above the driver facing the length of the bus, one monitoring the front to middle passengers and one monitoring the middle to back passengers. There is also a reversing camera at the rear of the bus and one at the front of the bus. This video footage is running whenever the bus ignition is turned on.

Please note that video surveillance on our school bus is the choice of the school bus operator. As such, the CCTV footage on our school bus is the property of the bus operator and is not accessible to school staff.

We also wish to make parents aware that The Department of Education and Early Childhood Development does not approve the use of CCTV on school buses to monitor passenger behaviour. As such, the usual procedures as per our Bus Travel Code of Conduct continue to apply when resolving issues related to student behaviour on the school bus.

Goornong Bus Service CCTV Privacy Notice

Goornong Bus Service uses a CCTV system to collect information for a wide range of purposes, but the primary purposes are to:

- increase the sense of safety for employees and passengers;
 - monitor, identify, apprehend and prosecute offenders in relation to crime, criminal damage, public disorder, public safety, road traffic incidents and harassment;
 - investigate complaints or offences, and provide bus operators, Public Transport Victoria (PTV) representatives, Department of Education & Early Childhood Development representatives, the Public Transport Ombudsman (PTO) and law enforcement officers including the police, with evidence upon which to take action;
- monitor the operation of a bus service.

Footage is collected in accordance with the privacy regime in Australia, including the *Information Privacy Act 2000 (Vic)*, and the *Privacy Act 1988 (Cth)*.

Footage will only be accessed by persons authorised to do so and may be provided to the Victoria Police Service for law enforcement purposes.

Enquiries should be directed to Goornong Bus Service by calling 03 5432 2368.

School bus runs are a contractual arrangement between Public Transport Victoria and the bus operator. Should parents have any concerns regarding our school bus, please contact the Transport Unit of the Department of Education and Early Childhood Development on (03) 9637 2200.