



Policy Content

The provision of school buses to service the students who attend St Mary's Coptic Orthodox College is indicative of the school's ongoing commitment regarding the care and protection of its students.

The primary aim of St Mary's Coptic Orthodox College in providing a Bus Service is to ensure that there is both safety and control in coming to and going from the school.

The school is committed to meet the standards and requirements that are set by The Department of Infrastructure, Public Transport Division.

School Control Initiatives

A Code of Conduct applies to every student who benefits from the Bus Service. The Code of Conduct is based on the Transport (Passengers Vehicles) Regulation 1994 and prevents both unlawful and undesirable activities.

The Code of Conduct is binding and it is the responsibility of the bus drivers to ensure that it is enforced in a consistent manner. Additional seating control over and above what is in the Code of Conduct if deemed necessary is the responsibility of the College Management Team.

It is the Responsibility of Transport Manager to ensure that we comply with the Transport (Passenger Vehicles) Regulation 1994 and the Bus Procedures are adhered to. The Transport Manager is accountable to the State Bus Coordinator.

Legislative Requirements

All buses operate under an accredited system as required by law. This requires that regular checks of the bus are conducted to ensure its safe operation whilst in service. The accreditation system also requires a system of record keeping which is administered and controlled by the Schools State bus coordinator. This whole accreditation system is subject to a random audit by the Department of Infrastructure without prior notice.

Implementation of the Legislation

1. The School Transport Manager is responsible to report to the School Management Team regarding the operation of transport at the school.
2. The School Transport Manager shall maintain up to date records on all buses and drivers operated by the School and maintain contact with the relevant statutory authorities. Updates on regulations and internal control measures shall be disseminated to each driver by the Transport Manager.

3. The School Transport Manager is responsible to train and ensure that all drivers are made aware of their obligations under the accreditation system. This includes knowledge of The Public Transport Act 1995, The Transport (Passengers Vehicles) Regulations 1994 and The Ethos of St Mary's Coptic Orthodox College.
4. All drivers are required to possess and carry the correct license as well as a driver's certificate to comply with the accreditation requirements.
5. Drivers also need to be acquainted with The Schools Bus Policy and the Code of Conduct that relates to Drivers and Students.
6. All students and parents are to receive a copy of the Code of Conduct. Students use the bus constitutes agreement and acceptance of this code.

Terms, Conditions and Procedures:

From the start of 2009:

1. The Bus Fee is separate from the school fees.
2. There will be NO discount for Bus Fees unless it is for a second or subsequent child (see rates below).
3. Unless the Bus Fee is paid **up-front**, students will not be able to use the Bus
4. Parents wanting their children use the bus service must pre-book before the start of the school year; preferably prior to the end of the previous term.
5. If a student is suspended from the bus or school, the school will not refund ANY monies paid for the Bus Fee
6. The School Office Staff shall maintain current and up to date records on who is assigned to designated buses.
7. Parents can book the use of the bus for a term, half year or whole year.
8. In special circumstances, the bus may be offered on a daily basis for short periods. Places are subject to the availability of space.
9. Once the Bus Fee is paid, a sticker will be placed in the student's diary; the stickers will be colour coded depending upon the issued time period.
10. On entering the bus the student must show the bus driver their sticker. A student must not use another student's diary or sticker for bus travel.
11. Booking for current students will be done via the re-enrolment update form. Parents MUST pay the appropriate Bus Fee BEFORE students can use the bus.
12. For new student the booking is offered and confirmed when the offer is accepted by the parent/Guardian for the student to attend the school. Parents MUST pay the appropriate Bus Fee BEFORE students can use the bus.
13. If a student moves to an area where the school currently provides a bus service, the school will notify the parents IF there is room on the bus for their child.
14. At all times the College controls bus routes, numbers of students on the bus, pick up/drop off times, etc..

Bus Fees for 2011 – Secondary years 7 - 12:

Time Period	Cost \$'s including GST for the First Child	Cost \$'s (including GST) for each Additional Child
DAILY – Return	\$10.00	\$8.00
DAILY – One way	\$5.00	\$3.00
TERM	\$350.00	\$280.00
HALF YEARLY	\$660.00	\$528.00
YEARLY	\$1210.00	\$968.00

Bus Fees for 2011 – Primary years 4 - 6:

Time Period	Cost \$'s including GST for the First Child	Cost \$'s (including GST) for each Additional Child
DAILY – Return	\$10.00	\$8.00
DAILY – One way	\$5.00	\$3.00
TERM	\$275.00	\$220.00
HALF YEARLY	\$550.00	\$440.00
YEARLY	\$990.00	\$792.00

Bus Fees for 2011 – Primary years Prep to 3:

Time Period	Cost \$'s including GST for the First Child	Cost \$'s (including GST) for each Additional Child
DAILY – Return	\$8.00	\$3.00
DAILY – One way	\$5.00	\$3.00
TERM	\$220.00	\$176.00
HALF YEARLY	\$400.00	\$320.00
YEARLY	\$770.00	\$576.00

Bus Assignment:

The provision of school buses to service the students who attend St Mary's Coptic Orthodox College is part of the school's ongoing commitment regarding the care and protection of its students:

- Students will ONLY ride on assigned buses.
- Bus swapping is not permitted unless it has been authorised by the Transport Manager, the appropriate Bus Fee paid and it is due to exceptional circumstances.
- Any permanent change to assigned buses will not be allowed during the school year unless it is due to a change in the family's address.
- Students will board and get off at only their assigned bus destinations unless a written request by the parent /guardian is sent to the Transport Manager to change or modify the destination. Any requests for a change in designations MUST be requested at least 24 hours prior to the requested change.
- If the Transport Manager can assist with the change, he will issue the student with a Permission Slip which must be given to the bus driver.
- The transport manager has the right to refuse any request for reasons such as lack of space on other buses, safety concerns, behaviour, etc.
- No one is allowed to ride a bus other than the buses assigned to him or her without permission. The parents will assume the responsibility of the child when such a request is made and granted.
- Students are not to 'swap' diaries or stickers.

Student Responsibilities:

SCHOOL BUS/TRANSPORT CODE OF CONDUCT FOR PASSENGERS

This code applies to all passengers on any vehicle owned or operated for St Mary's Coptic Orthodox College.

1. Students must behave in an orderly manner when entering or leaving the bus and for the duration of the bus ride.
2. No student is permitted to walk or stand in the aisle or move from seat to seat whilst the bus is in motion for the duration of the journey.
3. All students must remain seated and facing the front of the bus so that the risk of injury, if the driver has to break suddenly, is decreased.

4. Bad language, offensive gestures and shouting is not permitted on the bus.
5. Students communicating with other road users or pedestrians is strictly forbidden.
6. Vandalism and graffiti is not permitted. All costs incurred as a direct result of a student's behaviour will be charged to their family (this includes for any damage done).
7. The only food allowed to be eaten on the bus is a sandwich and a drink of water in a plastic container.
8. All food wrappings are to be taken home with you. Everything you bring with you onto the bus/vehicle must be taken with you when you leave the bus/vehicle.
9. Fighting or aggressive behaviour is not permitted; this includes so called "friendly/play" fighting.
10. No part of a person's body shall protrude from the bus or items thrown out of the window/door.
11. Windows are not to be opened any more than three centimeters and are not to be touched without permission. According to the law, there is a fine that can be imposed on the offenders.
12. You should be ready and waiting for the bus at all times, not having the bus waiting for you.
13. The bus driver is the authoritative adult on the bus, unless there is a teacher on the bus, and as such all directions given to students must be adhered to in order to promote safety of all passengers.

Possible Sanctions:

Any act of disobedience, dangerous behaviour or violence, threatened or real, against a teacher, school bus driver, other school official or student shall be investigated and sanctions may be imposed by the College Director or appropriate Head of School.

- A student may be immediately suspended from school if there is a serious problem on the bus.
- A student may be suspended from the use of the bus. This does not mean the student is suspended from the school, but it does mean that parents have to find a way to get their child to and from school.
- The Parent/guardian will be billed for school bus vandalism caused by a student under the age of 18. A police report might be filed for vandalism.
- A student may be given an afterschool detention or warning for their behaviour.

If a student is warned or receives a detention for their behaviour on the bus and the behaviour continues, then the student may be suspended from the use of the bus or suspended from the school.

The school reserves the right to refuse Bus Transport.

Responsibilities of School Bus Drivers

- Drivers must take the designated route without unauthorised stops.
- Drivers will maintain the safety and order on their buses.
- Drivers must drive their vehicles in a safe manner and comply with all road rules and regulations.
- Should a student fail to behave in a manner that demonstrates respect for people and/or property and ensures safe travel to and from school, drivers are required to file a complaint on the student(s) to the Transport Manager.
- Drivers must not put off a student for misconduct at any place other than his/her home or school.

- Drivers must report any health problems to the Transport Manager immediately.
- Driver must not handle students physically.
- Drivers must work and act professionally and be a good role model to students.
- Should any accidents occur, the Driver must immediately contact the Transport Manager for organizing alternative transport for the students and for insurance purposes.
- Drivers must make the appropriate report to the Police.

Responsibility of Parents/Guardians

- Parents must get their child/children ready prior to bus' arrival and at the designated pick-up point, in order not to miss the school bus.
- Although the School Bus/Transport Code of Conduct is reviewed at school, it is recommended that families take time to discuss the specific behaviours which are unacceptable as well as the possible consequences for misbehaviour with their children.
- Parents/Guardians are required to read the college's Bus Policy which can be found on the College Web Site. Failure to read the Policy is not an excuse for not complying with the Policy.
- Parents/guardians will take the financial responsibility for the wilful damage caused by their child.
- Parents/guardians must ensure the safe transportation of their child should he/she be suspended from school bus travel.
- Parents /guardians must pay the bus fare before their child is allowed to use the bus. The Transport Manager has the right to suspend any students from catching the bus if the bus fee is not paid.
- Should a student be absent no deduction will be made from the bus fee. The bus fare is paid for the service (seat) and not the number of days a student attends.
- One way service is available, however full fare will still apply in this case. Students travelling both ways are given priority over one way students, or students who are using the bus on a casual/daily basis due to special circumstance.
- Transportation is provided from designated point to/from school only.
- It is the responsibility of the parents/guardians to ensure that, when the child is returned after school, there is someone waiting to receive the child.

Requests that students be picked up and dropped off at other locations will not be accommodated.

Temporary changes may be permitted on an existing route only in cases of emergencies such as a death in the immediate family or serious illness requiring hospitalisation.

The temporary change may be considered if all the following conditions are met:

- Has been initiated by the parents/guardians by written request.
- Request is made one (1) school day in advance of requested change;
- Conditional on space availability on the bus;
- Results in no route extension or deviation.

Irrespective of this policy St Mary's Coptic Orthodox College reserves the right to refuse Bus Transport.

This policy supersedes our previous issue dated February 2007.

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