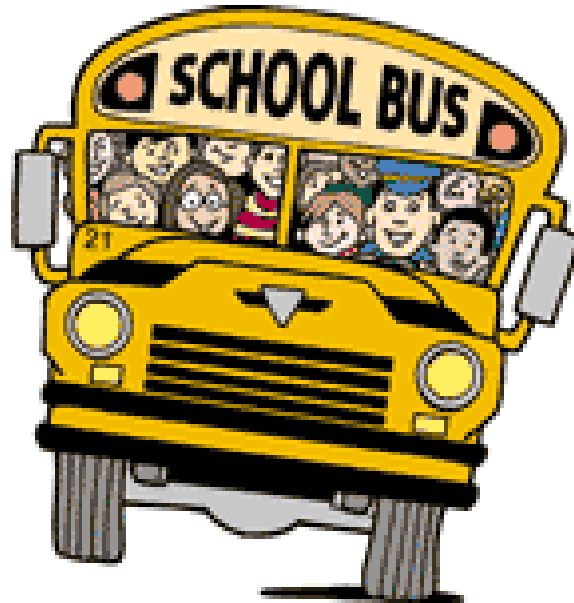


TOM PRICE PARABURDOO SCHOOL BUS SERVICES



School Bus Information

Contractor - James & Susan McCabe
Phone 9846 4245
Driver - Deb and Dean
Work Phone
0487 655 299

ELIGIBILITY

School Buses are contracted by the Public Transport Authority to provide transport for regular full time students who reside more than 4.5 kilometres from their nearest appropriate school. Transport is provided from the student's designated school bus stop to school and return each day. Students must be at the bus stop at least 3 minutes before departure time (6.45 am), and are only allowed access to the bus at the designated bus stop.

REGISTRATION

Register for transport assistance is to be completed on line. Go to <http://www.schoolbuses.wa.gov.au/> and click on "Parent".

NON-CONTACT DAYS

Students are not entitled to bus transport on School Development Days (Pupil Free Days).

COMPLAINTS & CONCERNS

Complaints and concerns about students, drivers or any other matter should go firstly to the school bus driver. These will be investigated, in the first instance, by the school bus driver then referred to the contractor if necessary. The Principal of the School, the School Bus Contractor or possibly the Public Transport Authority may then take further action.

BUS BREAKDOWNS

Should a bus breakdown; the driver will park the bus in a safe location. Students are to remain on or near the bus under the supervision of the driver until a relief bus arrives. Students are to obey the instructions of the bus driver at all times. The bus driver at their discretion may remove the students from the bus to a safe muster point

SAFETY ON THE BUSES

Due to previous instances of bullying and vandalism on the buses, it is to be noted that video surveillance has been installed on the buses.

Whilst travelling on school buses students are expected to behave in a sensible manner so as not to breach the following Public Transport Authority safety guidelines.

- Follow the instructions of your driver
- Let other students travel in peace
- Students are to remain seated while on the bus with seat belts on
- Do not throw any object inside, or out of, the bus
- Do not put any part of your body out of the window
- Leave emergency exits and equipment alone
- Stay off the steps while the bus is moving
- When you get off the bus stand back away from the road and wait for the bus to drive off
- Make sure the road is clear before you cross it
- Volume is to be kept down to a reasonable level
- Always wear seatbelts where fitted to the bus
- Bus bullying will not be tolerated.

The bus driver's prime objective is the safety of the bus on the road. Their aim is to transport students safely and happily each day and any breaches of the guidelines will be reported to school administrators. A discipline process has been established and all bus driver discipline reports will be included in the school "behaviour management system". Consequences of disruptive behaviour on school buses may lead to suspension from the bus.

SEATBELTS

Students must wear seatbelts if fitted to the bus. Failure to do so will result in disciplinary action - a category 3 offence - destructive and dangerous behaviour.

SOCIAL VISITS

Applications for additional passengers to travel on school buses for social reasons will be approved if there is available seating on the school bus. Permission will be declined when the school bus is at capacity loading. Bus loadings may change at any time without notice.

Families wishing to apply for transport for social reasons should contact their school office or bus driver **at least 48 hours prior to any scheduled visit.**

Parents wishing their child to be transported on a bus for social reasons must take their **request in writing** to the school office or the bus driver **at least 48 hours** prior to the requested travel time. Bus drivers can then advise the school if seating capacity is available.

Request will not be considered unless they are received 48 hours prior to time of travel.

If approval is given, then the student is required to adhere to the following: -

- ◆ Obey the instructions of the driver;
- ◆ Restrict their luggage to essential needs only;

Failure to follow these instructions will jeopardise that student from further transport approval.

REGISTERED BUS STOP (Change to Regular Bus Service)

Students are unable to disembark at any other stop on their regular bus route.

EMERGENCY SITUATIONS

If a family emergency arises, students will be transported on school buses with the approval of the Principal at their school, providing seating capacity is available. Parents should contact their school with a written request for service giving:

1. Name of child/ren;
2. Name of bus service;
3. Name and location of destination;
4. Home address of applicant;
5. Day and time of travel;
6. Contact at destination;
7. Emergency contact numbers.

Once approved, the contractor will be notified and driver informed. This covers all legal liabilities.

If approval is **declined**, students and applicant will be notified via their school so other arrangements can be made.

PROCEDURE IF BUSES ARE LATE FOR AM PICKUP

1. Wait at the stop for at least 15 minutes after pick up time.
2. Drive child/ren to school; notify school so follow-up can be done.
3. Phone bus contractor. (List below)

Bus Drivers work phone

Mobile – Deb – 0487 655 299

STUDENTS NOT ON THE BUS

If a student will not be travelling on the school bus for any reason, bus drivers are to be advised in writing. If at the end of a school day circumstances have changed and a student will not be travelling home on the school bus, the student is expected to sign out at the school office.

CYCLONE AND SEVERE WEATHER PROCEEDURE

If a cyclone or severe weather is imminent and likely to affect the morning bus run, contact the bus driver on 0488 287 028 for advice about the bus service. When there is a threat to the safety and welfare of the students the bus run will be cancelled for the day. If the bus run is cancelled due to road flooding or bad weather in Tom Price, but there is no immediate threat in Paraburdoo, students will be expected to attend school at the Paraburdoo Primary School where classes will be organised for the day.

On those days where the students have travelled to Tom Price for school in the morning, and a threat to students safety has been established during the school day, the school bus will pick up students ASAP and return them to Paraburdoo. In the event that the bus is unable to return to Paraburdoo safely, students will be taken to the Gymnasium at the Tom Price High School and be supervised and cared for by the bus drivers and School staff.

A GUIDE FOR PARENTS AND STUDENTS FOR SAFE SCHOOL BUS BEHAVIOUR

Every day up to 100 students travel to school by bus in Tom Price. Most of these students are responsible and well behaved. However, occasionally some students misbehave on the bus. Students who misbehave make bus travel unpleasant for other passengers and cause distraction to the driver, which may result in safety issues.

What is 'Code of Conduct'?

The Code of Conduct is a set of behavioural guideline for students to follow when travelling on school buses. It forms the basis of the bus rules developed to manage student behaviour. It applies to all primary and secondary students who use school buses to travel to and from school.

What happens if students do not follow the code?

If a student does not follow the Code, action may be taken. This may range from caution, to refusal to travel depending on:

- The threat to the safety of passengers on the bus and the nature of the incident.
- Whether the breach was the first time or one of a number of instances where the students has already been cautioned; and
- How much the breach has distracted the driver.

What responsibilities do bus drivers have?

Bus drivers are responsible for providing a professional and courteous service. All drivers must treat students with respect. This includes not using abusive or offensive language, not leaving the bus while students are on board, and generally maintaining personal standards of behaviour in keeping with other professionals who are responsible for the care of the students. Students will not be allowed entry to the bus until all bags have been securely locked in the luggage compartments and the driver has boarded the bus.

What responsibilities do Parents have?

The behaviour of students is primarily the responsibility of parents/carers. Accordingly, parents/carers should ensure their children are aware of the Code of Conduct for travel on buses.

Parents/carers will be responsible for the payment of the costs of repair of damage caused by their children. Parents/carers should co-operate with the bus operator and the school principal in the management of student behaviour.

In reported cases of misbehaviour, consultation about the behaviour and its consequences will normally occur. The involvement of parents/carers in this consultation will be essential to ensure a positive resolution.

What responsibilities do Students have?

Respect other people and property.

- Respect other people and their possessions.
- Follow the bus driver's directions without argument.
- Do not interfere with bus property, equipment, shelters and signs by marking or damaging them.

Wait for the bus in an orderly manner.

- Wait well back from the bus until it stops and allow other passengers to leave the bus first.
- Stand quietly without calling or shouting.
- Do not push other people in the line.

While on the bus, behave yourself.

Students must

- Always follow instructions from the driver.
- Sit properly on a seat.
- Store school bags and equipment in the appropriate luggage area.
- Speak quietly and not create unnecessary noise.

Students must not

- Bully other students.
- Place feet on seats.
- Fight, spit or use offensive language.
- Throw any article around or from the bus.
- Consume food or drink, or play music without the permission of the driver.
- Smoke
- Allow any part of their body to hang out of the bus windows.

Use approved bus stops.

- Students will only be allowed to get on or off the bus at the approved bus stop.
- It is the responsibility of students to get off the bus at their correct bus stop.

When leaving the bus, do so in an orderly manner.

- Wait until the bus stops before standing to get off.
- Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to cross the road.

MISBEHAVIOUR ON SCHOOL BUSES - INFORMATION FOR PARENTS AND STUDENTS

Classification of Misbehaviour on School Buses

Instances of misbehaviour on school buses are governed by Department of Transport guidelines. Each incident is reported and classified as a Category 1, 2 or 3 Behaviour. Examples of each are given below:

Category 1 – Nuisance and Offensive Behaviour. This includes behaviours, which may be irritating, unpleasant but not physically dangerous.

Examples:

- Eating on the bus (unless for medical reasons or with the permission of the driver)
- Using offensive language
- Spitting

Category 2 – Dangerous Behaviour This category includes behaviours where there may be some physical danger to individuals.

Examples:

- Distracting the driver by persistent noise
- Allowing any part of their body to protrude from the bus
- Grabbing things through the windows
- Harassing and bullying other passengers
- Verbally threatening the driver
- Stopping others from disembarking at their stop

Category 3 – Destructive and Dangerous Behaviour. This category includes behaviours that are very dangerous to individuals, or very destructive.

Examples:

- Throwing objects that have the potential to cause harm or damage
- Fighting
- Marking or damaging bus property
- Repeated occurrences of dangerous behaviour
- Physically attacking the driver or other passengers
- Pushing students out through the doors or windows
- Interfering with the safe mechanical operation of the bus

Please note that any student that becomes uncontrollable while on a school bus can be removed from the bus and placed into the care of a responsible adult

DISCIPLINARY ACTION FOR MISBEHAVIOUR ON SCHOOL BUSES

Category 1

- 3rd Report = up to 3 days suspension
- 4th Report = up to 5 days suspension
- 5th Report = up to 10 days suspension
- If any further reports are received, a meeting will be set-up between Parents, Student and Principal. Department of Transport will be called in if necessary and permanent suspension may be considered.

Category 2

- 2nd Report = up to 3 days suspension
- 3rd Report = up to 5 days suspension
- 4th Report = up to 10 days suspension
- If any further reports are received, a meeting will be set-up between Parents, Student and Principal. Department of Transport will be called in if necessary and permanent suspension may be considered.

Category 3

- 1st Report = up to 5 days suspension
- 2nd Report = up to 10 days suspension
- If any further reports are received, a meeting will be set-up between Parents, Student and Principal. Department of Transport will be called in if necessary and permanent suspension may be considered

Suspensions are from School Buses only, students are still required and expected to attend school. If you have any queries please do not hesitate to contact your School Principal.

Declaration of Existing Medical Condition or Disability

(Non Education Support Student)

Student Details and Parent Declaration

PO Box 8125
Perth Business Centre
Perth Western Australia 6849
Tel: (08) 9326 2000
Fax: (08) 9326 2781
Email: schoolbus@pta.wa.gov.au
Website: www.pta.wa.gov.au

IMPORTANT – Please read the following before completing this form:

- This form must be completed if you are seeking approval for a student to travel on a contract school bus and the student has a medical condition that may require treatment whilst travelling.
- This form should be completed and signed by the student's parent/carer and given to the principal of the student's school or the school bus coordinator for the school, who should then forward the form to School Bus Services (SBS).
- **A student with a medical condition may only travel on a contract school bus with the approval of SBS.**
- **Drivers and bus aides will not administer medication to students.**
- If the student is approved to travel, SBS will advise all parties. The contractor will, in conjunction with the school principal and parent, prepare an *Action Plan*, which will include information about the student's condition, any action required by either bus or school staff in the event of an emergency and emergency contact details.
- An eligible student who cannot travel on a contract school bus because of a medical condition may be entitled to a conveyance allowance.
- A minimum of 7 working days will be required to process this application.

1 Parent/Carer and Student Details			
Parent's/Carer's Family Name		(Mr / Mrs / Ms) Given Names	
Student's Full Name	Date of Birth	Year of Study	School being attended
.....	... /... /.....

2 Student's Medical Condition or Disability	
1. Describe the student's medical condition or disability (including any allergies)	
.....	
2. Will the student require medication whilst travelling on the bus? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. If yes to question 2, provide details of the type of medication and how it would be administered	
.....	
4. If the student has an allergy, describe what triggers the allergic reaction and any warning signs of an impending attack.	
.....	
5. If the student has a disability, do they require any specialised equipment or assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. If yes to question 5, provide details	
.....	
.....	

*** Please note that you may attach extra pages describing your child and his/her condition if you wish ***

3 Emergency Contacts

If approval is to be given for the student to travel on a contract school bus, you must provide at least two emergency contacts – these are the names and contact numbers of people who:

- Will be within close proximity to the bus route at the times the student will be travelling; and
- Would be able to take care of the student in the event he/she needs medical attention.

Please note that you should get permission from the people you nominate as emergency contacts before you nominate them.

Emergency Contact 1

Family Name (Mr / Mrs / Ms) Given Names

Address or location at the times the student will be travelling

..... Postcode Telephone

Other contact number(s)

Emergency Contact 2

Family Name (Mr / Mrs / Ms) Given Names

Address or location at the times the student will be travelling

..... Postcode Telephone

Other contact number(s)

4 Parent/Carer Declaration

I declare that I have provided all relevant information concerning my child and his/her medical condition or disability, and confirm that I understand the following:

- I am responsible for my child's well-being;
- If my child is given permission to travel on a contract school bus, I must keep SBS and the driver informed of any change in my child's medical condition or disability;
- Drivers and bus aides will not administer medication to students travelling on contract school buses;
- If my child needs medical attention the contractor/driver is authorised to take any or all action as described in the agreed action plan;
- If my child's medical condition or disability worsens, SBS will review the action plan to ensure it is safe for my child to continue travelling on the contracted school bus;
- All students must obey the *Code of Conduct* for travel on contract school buses.

Signature of Parent/Carer. Date...../...../.....

School Bus Services use only

Government School Non-Government School

Approved to travel on contract school bus Not approved If not approved, why?

Service name Contract number

Approved pick-up/drop-off location

If student is not approved to travel, is conveyance allowance appropriate? Yes No

Notified: Contractor School Parent/Carer Commencement date/...../.....

TLAO Signature Date/...../.....

Comments

.....

Video Surveillance (please tick)

Both myself and the student nominated on this form are aware that the bus is equipped with video surveillance cameras.

DVD player (please tick)

I am happy for the student nominated on this form to watch DVD movies up to an M rating while travelling on the bus.

(If you have any concerns with the ratings of DVD's please discuss this with your bus driver)

We, the people listed below have read and fully understand the rules, regulations and code of conduct that was in the "School Bus Information" handout given to us by the School bus contactor. We acknowledge and will abide by the rules, regulations and code of conduct.

Student's parent/guardian.....
Signature Name Date

Student.....
Signature Name Date

School Representative.....
Signature Name Date

Bus Driver.....
Signature Name Date

Bus Contractor.....
Signature Name Date