



REGIONAL  
TRANSIT

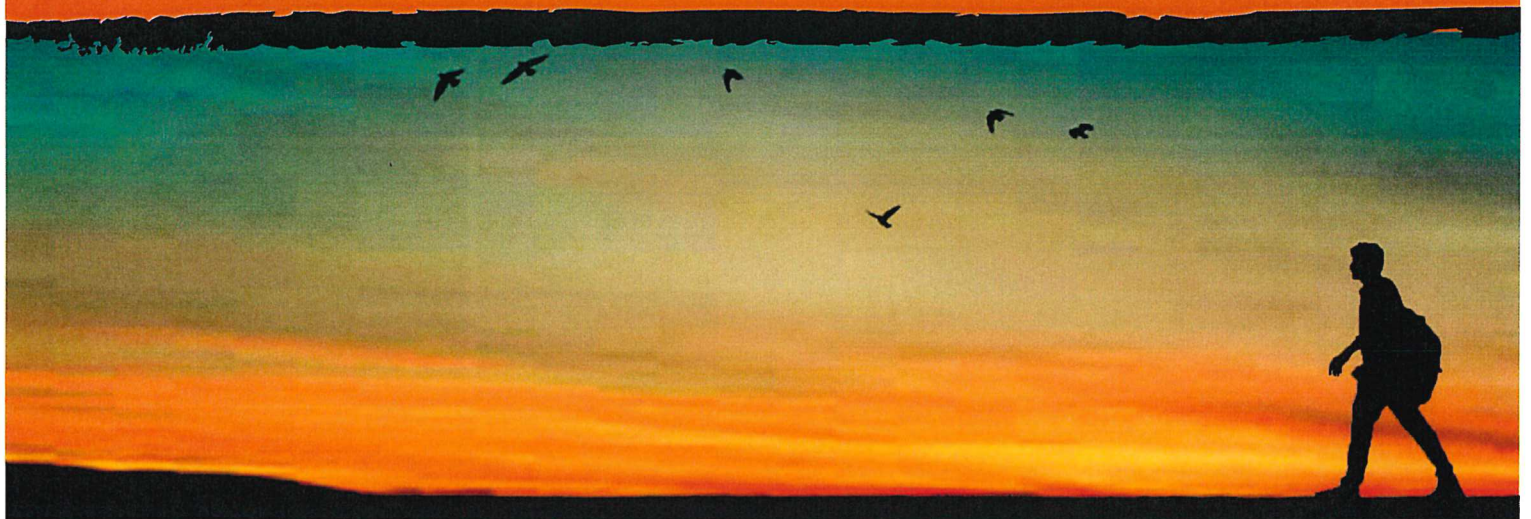
# *Tom Price Paraburdee Bus Services*

REGIONAL TRANSIT

PO Box 159 Wooroloo WA 6558

Managing Director/Contractor James: 0428 287 028

Regional Service Manager Helen 0428 276 031







## School Bus Runs – Contact Details

### Tom Price 1 (19114)

**Driver:** Rebekah Simpson 0428 953 783

### Tom Price 2 (19048)

**Driver:** Shane Heuston 0484 522 777

**Contractor:** James McCabe 0428 287 028

### **Regional School Bus Manager:**

Helen Archer 0428 276 031

Email [schoolbus@regionaltransit.com.au](mailto:schoolbus@regionaltransit.com.au)

### **Schools:**

Tom Price Senior High School

Phone: (08) 9143 8100

**Principal:** Andrew Jack

## 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 and are only allowed access to the bus at the designated bus stop and must be registered with School Bus Services prior to travel.

## REGISTRATION

Prior to commencing the online application process for Transport Assistance, SBS recommends that you have the following information available:

- Your details including date of birth, telephone, fax and email address.
- Student's details including date of birth and year of study.
- Name of the school that the student will be attending.
- Details regarding any medical conditions, allergies, or disabilities that affect the student.
- If applicable, details of the student's wheelchair, including make, model and the combined weight of the chair and the student.
- The number of days the student will be travelling to school.
- The shortest practical distance in kilometres, from your home address to the student's school.
- The shortest practical distance in kilometres, from your home address to the student's closest existing bus stop (applicable to mainstream students only).
- The name, address and contact details of at least two people that are able to care for the student on the rare occasions when you are not at the bus stop when the bus drops off the student. Where possible these emergency contacts should be in close proximity to the address where the student is dropped off and with someone that is likely to be at home in the afternoon.

Head to the following link to complete your application:

<https://www.schoolbuses.wa.gov.au/TransportAssistance/OnlineServices/ApplicationForTransportAssistance.aspx>

## 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 regional services manager and 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

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.

## REGISTERED BUS STOP (Change to Regular Bus Service)

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

## 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.

## STUDENTS NOT ON THE BUS

If a student will not be travelling on the school bus for any reason, bus drivers are to be notified. Text or phone the driver and advise the duration of travel not required. 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 and notify the driver.

## CYCLONE AND SEVERE WEATHER PROCEEDURE

If a cyclone or severe weather is imminent and likely to affect the morning bus run, contact your bus driver 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 trees 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

- 3<sup>rd</sup> Report = up to 3 days suspension
- 4<sup>th</sup> Report = up to 5 days suspension
- 5<sup>th</sup> 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**

- 2<sup>nd</sup> Report = up to 3 days suspension
- 3<sup>rd</sup> Report = up to 5 days suspension
- 4<sup>th</sup> 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**

- 1<sup>st</sup> Report = up to 5 days suspension
- 2<sup>nd</sup> 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.*



## STUDENT CODE OF CONDUCT

Behaviour	Examples of how to meet the Code
Respect other people and property.	<ul style="list-style-type: none"> <li>Respect other people and their possessions,</li> <li>follow the bus Driver's directions without argument, and</li> <li>do not interfere with bus property, equipment, shelters and signs by marking or damaging them.</li> </ul>
Wait for the bus in an orderly manner.	<ul style="list-style-type: none"> <li>Follow the Bus Officer's instructions,</li> <li>wait well back from the bus until it stops and allow other passengers to leave the bus first,</li> <li>stand quietly without calling out or shouting, and</li> <li>do not push other people in the line.</li> </ul>
While on the bus, behave yourself.	<p><b>Students must:</b></p> <ul style="list-style-type: none"> <li>Always follow instructions from bus staff,</li> <li>sit properly on a seat (in an allocated seat if directed by the Driver),</li> <li>wear a seatbelt (if fitted), at all times and in the correct manner,</li> <li>store school bags / equipment under the seat or in appropriate luggage areas, and</li> <li>speak quietly and do not create unnecessary noise.</li> </ul> <p><b>Students must not:</b></p> <ul style="list-style-type: none"> <li>Bully other passengers,</li> <li>place feet on the seats,</li> <li>fight, spit or use offensive language,</li> <li>throw any article around or from the bus,</li> <li>consume food or drink, or play music without the permission of the Driver,</li> <li>use a recording device, of any description, to obtain images /audio of other passengers or the Driver,</li> <li>smoke, (prohibited on all buses),</li> <li>possess, consume or be under the influence of alcohol or a prohibited substance,</li> <li>possess, discuss or distribute any material that may be considered inappropriate or offensive, i.e. material of a violent or sexually explicit nature,</li> <li>allow any part of your body to protrude out of the bus windows,</li> <li>stand whilst the bus is in motion,</li> <li>bring an object on the bus that is considered dangerous, or any object that may be considered as intended as a weapon, and</li> <li>act in a manner that would be considered an offence under any legislation.</li> </ul>
Use approved bus stops.	<ul style="list-style-type: none"> <li>Students will only be allowed to get on or off the bus at an approved bus stop, and</li> <li>It is the responsibility of students to get off the bus at their correct stop.</li> </ul>
When leaving the bus, do so in an orderly manner	<ul style="list-style-type: none"> <li>Wait until the bus stops before standing to get off,</li> <li>Leave the bus in a quiet and orderly manner,</li> <li>Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to cross, and</li> <li>Use crossing or traffic lights if available.</li> </ul>
In case of an emergency or a breakdown, follow the Driver's instructions.	<ul style="list-style-type: none"> <li>Wait until the bus stops before standing to get off,</li> <li>Leave the bus in a quiet and orderly manner, and</li> <li>Wait in the area indicated by the Driver.</li> </ul> <p><b>Students must not:</b></p> <ul style="list-style-type: none"> <li>Interfere with emergency equipment, unless instructed to do so by the Driver.</li> </ul>

### AGREEMENT

STUDENT NAME: \_\_\_\_\_

I have read, understood and agree to follow the Code of Conduct.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

I will ensure my child understands the Code of Conduct.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



Government of Western Australia  
Public Transport Authority



School Bus  
Services

Developed by: School Bus Services

Endorsed by: James McCabe

Release Date: 01 October 2019

[https://regionaltransit-my.sharepoint.com/personal/helen\\_regionaltransit\\_com\\_au/Documents/1. Regional Transit/3. Policy & Procedures/Student Code of](https://regionaltransit-my.sharepoint.com/personal/helen_regionaltransit_com_au/Documents/1. Regional Transit/3. Policy & Procedures/Student Code of Conduct.docx)

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*James McCabe*

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