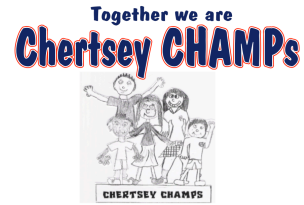




Chertsey School Bus Transport Procedure



Everyone on the bus has a **right** to travel to and from school safely.
Everyone on the bus has the **responsibility** of acting in a safe way.

All students traveling on the Chertsey School bus and their parents/caregivers will be given;

- *Safety and the School Bus* pamphlet, including safety expectations for students and parents
- Chertsey School Bus contract to sign
- information sheet outlining parental responsibilities regarding drop off/pick ups from school bus
- notification of pick up/drop of point and approximate times
- a high visibility vest to wear whilst waiting for the bus and whilst traveling home from the bus

The bus controller is responsible for;

1. ensuring that students and parents/caregivers understand behaviour expectations whilst traveling on the school bus
2. administration and communication directly related to the school bus

Please refer to *Workbook for Bus Controller Training* (Ministry of Education, Bus and Coach Association, Land Transport Safety Authority and New Zealand Police) for specific roles and responsibilities.

Parents are asked to notify their bus driver if their child is not going to be using the school bus on a given day by 7:30am.

Bus controller will maintain a list of those pupils traveling on the school bus, including their pick up/drop off points and approximate times.

Complaints

Child Behaviour – if a complaint is received about the behaviour of a child on the school bus, the following steps will be taken in line with school behaviour management procedures;

1. verbal warning – outlining the undesirable behaviour and how it could/should be rectified
2. if behaviour continues, phone call to parents outlining incidents and action taken to date
3. if behaviour continues, removal from bus for 3 days
4. if behaviour continues, removal from bus for time period to be determined by those involved

Depending upon the seriousness of the behaviour a child may be put straight on to Step 2, 3 or 4.

Driver Behaviour/Safety Concerns

If a parent, caregiver or staff member has a concern about driver behaviour or bus safety, the following steps will be taken;

1. verbal complaint directed to bus controller and/or Principal who will investigate the complaint and report back to complainant
2. if concerns continue, a complaint in writing should be written to the bus operator and school. Parents are encouraged to contact the bus operator directly with any concerns about the driver/bus.