REDGUM SCHOOL BUS RULES

For the safety and wellbeing of all who travel on the bus, it is a condition of use that all bus travellers adhere to the following School Bus Rules. We request your support in discussing these with your children and reinforcing them over the year. These rules are in place to ensure that bus travel is, above all a safe, but also pleasant experience for students to begin and end their school day.

Bus travellers to and/ or from CSSK are representing the school publicly as they wait for, travel on, and depart from the bus. Adherence to the School *Student Behaviour Policy* is expected at all times; in brief - be safe, be polite, be helpful.

For Safety Reasons:

- Students must remain in their assigned seats and facing the front at all times.
- All students to remain seated in their seat until the bus stops at the student's nominated final stop.
- Students are to remain in their seat until the bus has completely stopped and the doors have been opened.
- No part of the student or their property is to protrude from the bus windows.
- Noise must remain at a level where the bus driver can safely drive (volume level 2 – "table talk" is a useful measure). If the noise becomes too great, the bus driver will stop the bus and remind students of the rules and may follow up with the school if individuals or groups continue to disregard these reasonable expectations.
- Both at school and at the stops in Castlemaine it is important that students embark and disembark in an orderly and courteous manner, allowing younger children to exit first.
- All students must immediately comply with any instructions given by the bus driver.

Other School Bus Rules:

- All students to remain responsible for their own belongings and respectful of others' belongings keep all personal items with them at the foot of their seat, except for music instruments, which can be placed in the designated section.
- As at school, no electronic devices are to be used on the bus. (MP3 players, tablets, cameras, phones etc.)
- Students are not to swear or be disrespectful to the bus driver or other bus travellers.
- No food of any kind, including lollies and chewing gum, is to be eaten on the bus.
- No litter of any kind is to be left on the bus.
- Students may not sit in a different seat from the one they have been assigned.

Seating arrangements

The seating arrangements will be determined by the bus duty person and generally positions the youngest

classes at the front of the bus. Travellers are to sit only in the seat they have been assigned for the trip.

Regular Bus Users

Parents must notify the school of their child's regular weekly bus travel plan via the annual form. Families planning for their child to travel 3–5 days per week must also submit the Bus SCAS form permitting the school to withhold their SCAS allowance as part payment for bus use.
Ongoing changes should be made via a resubmitted form — please contact Reception for this.

Casual Bus Users

For children using the bus on an ad hoc basis, parents must request this by SMS, email, or phone **before midday** to confirm whether a spare seat is available and to avoid confusion or anxiety at the end of the school day.
The cost of bus use will be added to the child's next term fee invoice.

Changes to Regular Bus Users' travel

Parents of students with regular day(s) of bus travel must contact the office by SMS, email, or phone if their child is not travelling on a particular day. This allows the seat to be offered to someone on the casual waitlist and prevents delays to bus departure caused by calling parents or searching for children who have already been collected.

Breaches of Bus Rules

If students are disruptive, loud, or unruly, they may be required to sit in a different seat for a period or may be temporarily excluded from travelling on the bus.

If there is a failure to follow the bus rules, the following applies:

1. A warning is issued to the child (or parent for drop-off infringements) and an email notification is sent to parents.
2. A subsequent breach will lead to immediate suspension from bus travel for one week.
3. A further breach will result in suspension from bus travel for the remainder of the term or the following term.
4. A third breach will result in suspension from bus travel for the remainder of the year.

Parents and the School Bus

Please ensure you follow safe practices when dropping children at bus stops:

- **Hargreaves Street Stop:** Please park in Lyttleton Street next to St Mary's Hall in the morning or outside the church in Templeton Street in the afternoon.
- Do not park in the bus zone.
- Do not allow children to cross the road other than at marked or manned crossings.
- If children are seen crossing illegally, it will be considered a breach of the bus rules.