



Queenscliff Primary School

Bus Policy

PURPOSE

The purpose of this policy is to

- Outline the specific roles and responsibilities for schools involved in the management of a bus service provided for students

SCOPE

This policy applies to all students at Queenscliff Primary School.

Parents/carers have primary responsibility for transporting their children to and from school.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

POLICY

While parents/carers have primary responsibility for transporting their children to and from school, Queenscliff Primary School in partnership with McHarrys Bus line assists families in our town by transporting students to and from school.

Conditions of travel

Queenscliff Primary School students must comply with the conditions of travel. Students are aware of the conditions of travel and the response to incidents of inappropriate behaviour on buses.

Recording student roll for bus travel

Queenscliff Primary School must record students details who are travelling on the bus.

This requirement is for emergency information, seat allocations if requested, route maps, timetables and standards of behaviour.

Bus Service Management System

- Reduces the traffic and parking congestion around the school at both morning and afternoon drop off and pick up
- Provides parents and carers with another option for transporting their child/ren to school

Responsibilities

- A member of staff must be on duty to supervise students during the arrival and departure of the school bus at school
- Parents/carers are responsible for transporting their children to and from designated bus stops and for the safety at the bus stop while waiting for the bus
- Unauthorised passengers are not permitted on the school bus

Communication with schools

- Queenscliff Primary School will provide a bus roll for afternoon passengers
- Queenscliff Primary School will make available to all families/carer's copies of the route maps, timetables, relevant procedures and conditions of travel

Communication with families/carers

- The principal must keep parents/carers informed about school bus safety and the obligations of parents/carers
- The principal must provide advice to parents/carers of when the bus service will not be running or bus time changes
- New students to the school are to be provided bus service documents these are as follow
 1. A copy of the school Bus Policy and Bus Behaviour Contract
 2. A bus timetable with scheduled departure times and estimate arrival times at stops on the route
 3. Procedures to be adopted in the event of a breakdown, accident, or any other emergency
- Parents/carers must be notified of any misbehaviour and advised that the travel arrangements for a student suspended or permanently removed from the bus are their responsibility
- Principals must emphasise that it is the responsibility of parent/carers to advise Queenscliff Primary School of any child's medication conditions prior bus travel.
- Parents and carers must be informed that bus drivers are not medically trained and are not expected to perform any medical intervention

Communication with bus operators

The following information must be provided in writing to the bus operator

- The name of any suspended students from using the service and the length of the suspension
- Any changes to the bus route / timetable that is required
- Any seat allocations
- Changes to school timetables

Bus Fares

All students travelling on McHarry's School Bus services must have a current MYKI card with funds available for their passage

Bus Operations

The following expectations apply to all services:

- operators must transport all passengers who have been approved by the principal
- operators must operate the vehicle over the approved route in accordance with the timetable set down by the principal
- neither operators nor drivers have any authority to determine eligibility to travel or to refuse to pick up any approved passenger
- operators are not permitted to carry goods or other passengers while the bus is servicing the approved timetable
- a bus should not arrive at or leave the school earlier or later than the time stated in the timetable unless directed by the coordinating principal
- a bus route may not be varied, except in an emergency
- all buses should avoid travelling in reverse gear where possible, particularly in pick-up and set-down areas
- school bus lights and signage compliant with VicRoads requirements must be displayed while students are travelling on the bus. Flashing lights must be operating while the bus is stopped

Drivers

Drivers must have a 'Driver's Accreditation' issued by the Taxi Services Commission (TSC). Generally, a certificate is not issued to an applicant under the age of 21 years.

Drivers have a role in the safety and supervision of students while on board school buses. Bus drivers are not medically trained and are not expected to perform any medical intervention.

Responsibilities of Students

Those travelling on McHarry's School Bus services must comply with the conditions of travel included in the application to travel.

Students must:

- be on time to their bus stop each morning and at the bus loading area each afternoon. Students must be at the bus stop prior to the scheduled departure time
- board, alight and travel on buses in a quiet, orderly manner
- sit in an allocated seat if instructed
- after getting off the bus, staying clear of the bus so that it can safely resume its journey. Students are not to walk in front of a bus that may move forward from the bus stopping location.

Student behaviour expectations and guidelines

In the interest of safety for students, the driver and the public, the following Safety Rules must be followed at all times whilst travelling on McHarry's School Bus services

- Bus Travellers are to follow ALL instructions from the Bus Driver.
- Students are to remain seated and facing the front of the bus at all times.
- Where seat belts are fitted, ALL students must ensure that their seat belt is properly secured at all times.
- Students must not engage in annoying or silly behaviour.
- Students must not engage in bullying or inappropriate behaviour
- No student may use inappropriate language towards other bus travellers, the driver or the public.
- Students must not allow any part of their body or object in their possession to protrude from the bus.
- No items shall be thrown inside the bus or out the bus windows or doors.
- Students are not to yell out the bus window, or gesture to other road users or pedestrians.
- Aisles are to be kept as clear as possible of school bags, musical instruments and sports equipment
- No food rubbish and food scraps are to be left on the bus. This is to be taken with them or placed in the rubbish bin at the front of the Bus.
- Students are not to move around the bus while it is moving, they must wait until the bus has stopped before getting out of their seats to place rubbish in the Bin.
- Students wishing to cross the road after getting off the bus MUST wait until the Bus has moved off before crossing the road.
- Students MUST NOT run along the side of the bus while it is moving
- Students must board and exit the bus in an orderly manner

MORE INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [School Bus Program](#)

REVIEW CYCLE AND EVALUATION

Scheduled for review in December 2026