



TRANSPORT – BUS USERS POLICY

Parents who wish to apply for a seat on a GSLC bus for transport to and from school must fill out a College Transport Application Form which is available from the Business Office or from the College's website, at http://www.gslc.qld.edu.au/pdf/College_Transport_Application.pdf

As seats become available, they will be allocated to the next person on the waiting list. This also applies for additional children of existing families and for people moving house.

As all students use the College buses for either transport to and from school, or transport to a venue during school time, this policy applies to all students.

The Bus Users Policy has been put in place to assist the College in providing a safe and efficient service for students. These rules are to be obeyed by all bus users. Failure to do so will result in disciplinary action, and if misconduct continues, the student may be suspended from using the College buses.

BUS RULES

These are all spelt out in the *CODE OF CONDUCT FOR GOOD SHEPHERD STUDENTS TRAVELLING ON OUR SCHOOL'S BUSES* at the end of this policy.

PENALTY GUIDELINES FOR INFRINGEMENT OF BUS RULES

1st Infringement: A warning by the driver that an incident report will be issued for next offence

2nd Infringement: Incident report issued – detention

3rd Infringement: Determined by School

Students infringing the rules in the code of conduct below will also be required to make restitution for any damage cause by the violation of those rules.

OPERATIONAL REQUIREMENTS

Students are to be at their particular stop at least 5 minutes before the scheduled bus time to allow for variation in traffic conditions as well as to ensure the safety of the children. Parents of very young children are requested to be waiting at the bus stop to collect their children unless a responsible older child accompanies them.

In the event of the children not arriving home by the usual time, parents are asked to contact the College receptionist immediately so the matter can be followed up. The office closes at 4.00pm.

EXTREME WEATHER CONDITIONS

When extreme weather conditions prevail, and roads become impassable, it may be considered to be in the best interests of all to close the College for the entire day. In this event, a message will be broadcast over the local radio station, 92.7 Mix FM, advising if the buses will be operating on that day.

TEACHER RESPONSIBILITIES

1. Ensure that all of the rules spelt out in the Code of conduct following are observed by students when they are using the College's Buses; and
2. Sit at the very rear of the bus in order to monitor and control student behaviour.



CODE OF CONDUCT FOR GOOD SHEPHERD STUDENTS TRAVELLING ON THE SCHOOL'S BUSES

Behaviour	Examples of How to meet the code
Respect other people and property.	<ul style="list-style-type: none"> • Treat other people (especially the bus driver) and their possessions with respect; • Follow the bus driver's directions without argument; • Do not interfere with bus property, equipment, shelters and signs by marking or damaging them in any way.
Wait for the bus in an orderly manner	<ul style="list-style-type: none"> • Wait well back from the bus until it stops and allow other passengers to leave the bus first; • Stand Quietly without calling out or shouting; • Do not push other people in the line.
Boarding the Bus	<ul style="list-style-type: none"> • Students are only permitted to board a bus with the driver's permission or in the presence of either the driver or teacher; • Boarding of buses must always be done in an orderly manner.
Whilst on the bus, conduct yourself in an orderly manner.	<p>Students must:</p> <ul style="list-style-type: none"> • Always follow instructions from the driver about safety on the bus; • Show their bus pass, ticket or ID upon request; • Sit properly on a seat if one is available (in an allocated seat if directed by the driver); • If standing, remain in the area designated by the driver; • Store school bags under the seat (not in bus aisles) or in appropriate luggage areas; and • Speak quietly and not create unnecessary noise. <p>Students must not:</p> <ul style="list-style-type: none"> • Bully or tease other students; • Place feet on the seats; • Fight, spit or use offensive language; • Throw any article around or from the bus; • Consume food or drink, or play music without permission of the driver; • Smoke (prohibited on all buses); • Allow any portion of their body to protrude out the windows; and • Stand forward of the front seat. • Stand, lie down, kneel, lie down or swap seats at any time; • Chew gum; • Display offensive behaviour toward drivers of other vehicles on the road; • Vandalise seats, trim, signs and windows; • Use Aerosols, nail polish and nail polish remover.
Use designated stops	<ul style="list-style-type: none"> • It is the responsibility of students to disembark at their correct designated stop.
When alighting from the bus, do so in an orderly manner.	<ul style="list-style-type: none"> • Wait until the bus stops before standing to get off; • Alight from the bus in a quiet and orderly fashion; • Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to do so.
In case of an emergency or a breakdown, follow the driver's instructions.	<ul style="list-style-type: none"> • Wait until the bus stops before standing to get off; • Leave the bus in a quiet and orderly fashion; • Wait in the area indicated by the driver.