All travellers on a school bus will appreciate that considerable responsibility rests on all concerned to ensure that school bus travel is as safe as possible. With that end in view, the following rules have been prepared and should be rigidly enforced as per Department transport and Department of Education and Childhood Development Regulations:-

1. Students must wait at the bus stop in an orderly fashion. They should refrain from playing on the roadway and should not attempt to approach the bus until it has stopped.

2. No student is to board or leave a bus while it is in motion. Students must enter or leave the bus in a quiet orderly fashion.

3. Where a student rides a bicycle to the bus stop, it should be left in a safe place where it will not cause any inconvenience. Neither the Public Transport Corporation, nor the Office of Schools Administration nor the school can accept any responsibility for the bicycle.

4. Bus captains have been appointed to assist the driver with supervision. Under the driver's direction, they have full authority and have been instructed to report all misbehavior and vandalism.

5. While travelling, any student allocated to a seat must remain seated for the whole of the journey. No pupil should, under any circumstances, have any part of his/her body protruding from a bus or throw litter, etc. from a bus.

6. Boisterous conduct or “horse-play” or any form of harassment or bullying will not be allowed nor will any action which may distract the attention of the driver.

7. While it is not expected that students will remain silent during the journey, there could be times when absolute quiet will be requested by the driver in the interests of safety, for example, when approaching a railway crossing. Students should talk quietly at all times and restrain from calling out to passing traffic.

8. Smoking is not permitted on a school bus. This applies to both drivers and travelers.

9. Students must not talk to the driver while the bus is in motion.

10. If a student misses a bus, this can only be through neglect. In such instances, it will be necessary for parents to make arrangements for transport to or from school.

11. On leaving a bus, students must wait on the same side of the road until the bus has moved off and they have a clear view of the road in both directions before attempting to cross the road.

12. Any traveller not returning home by the bus or desiring to leave the bus at a stop other than his/her normal one must seek permission to that effect. Under no circumstances will a bus be delayed while messages are being picked up or delivered.

13. Students are permitted to travel on a school bus only on days when they are attending school. School buses are not to be used for travel to and from temporary employment or for social or sporting purposes.
Non-compliance with any of the instructions/rules will result in the following:-

1. The driver will stop the bus.
2. The pupil's name will be recorded together with full details of the nature of the offence.
3. The offender will be carried to his/her school and/or back to his/her bus stop.
4. The offence will be reported to the principal and bus coordinator.
5. Where it is considered that the offence warrants it, a student may be suspended from using the bus for a specified period. If that occurs it will be necessary for students to make their own transport arrangements during the period of suspension. Suspension for an indefinite period will be imposed if a pupil is a persistent offender. In extreme cases permission to travel will be fully withdrawn.
6. In all cases of vandalism, those responsible will be required to meet the cost of repairs.

Sanctions incurred through non – compliance

1st Referral – Warning in writing to student

2nd Referral – Notification to parents

3rd Referral – Suspension of travel leading to full withdrawal of travel if misbehaviour continues

I understand the guidelines for school bus travel.

Signature of Parent or Guardian: __________________________

Signature of Student if applicable: __________________________

Date: _________________

Address: __________________________________________________________________

Phone: _______________________

Current bus which you travel on: __________________________

Pickup point: __________________________

Feeder bus used if applicable: __________________________

Pickup Point: __________________________

Return to: Arnold Vandenhurk. Ouyen P-12 College

Bus/Transport Coordinator
# APPLICATION TO TRAVEL ON A SCHOOL BUS

## STUDENTS DETAILS

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name</th>
<th>Date of Birth</th>
<th>Intended date For Commencement of Travel</th>
<th>School or place of Enrolment</th>
<th>Grade at time of travel</th>
<th>Are there any medical problems or medical requirements of which the driver should be made aware?</th>
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### Residential address

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<thead>
<tr>
<th>Residential address</th>
<th></th>
<th>Town</th>
<th>Postcode</th>
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**Exact distance by the shortest practicable route from:**

- Home to school __________ Kilometres
- Home to bus stop __________ Kilometres

### In case of emergency contact

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone</th>
<th>Name:</th>
<th>Phone</th>
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**I certify that:**

- * All the above details are true and correct
- * I will notify the principal in writing within seven days of any change in address or school.

**Signature of Parent or Guardian**

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<th>Signature of Parent or Guardian</th>
<th>Date</th>
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### Office use only

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<th>Bus Company:</th>
<th>Bus route:</th>
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<tr>
<th>Bus stop, pickup/drop-off point:</th>
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**Approval Signature:**

<table>
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<tr>
<th>Approval Signature</th>
<th>Bus Co-ordinator or Principal.</th>
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### Note

1. Return completed form to co-ordinating school.
2. If approved, approval will remain in force until the student changes address or school or the bus route is altered due to changed circumstances.
3. For enquires contact the co-ordinating school. (Ouyen Secondary College)