BUS POLICY
BHCS BUS POLICY

These school bus policies and procedures have been established so that the students and parents of Belgrave Heights Christian School will receive information leading to an understanding of the expectation of students while they are being transported to and from school.

These policies call for co-operation on the part of students, parents, bus drivers, and other school staff, and have been developed to promote safety.

Parents are encouraged to study these policies and procedures with their children. Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school.

BEFORE AND AFTER SCHOOL USERS

- Help the driver maintain the scheduled pickup times by being ready and waiting 5 minutes before the bus arrives. Students are to be waiting by the curb of the designated "safe" stop. If the driver cannot see the student waiting, the driver will continue on to the next stop. Too frequent and long stops cause delays in the fixed bus schedules, increase traffic congestion, and delay the arrival of students at school. This is unfair to students, school and other road users, and multiplies hazards for the bus and its occupants.
- Students shall be waiting, in an orderly manner, at the assigned loading area to board the bus when it stops in the morning. No pushing or shoving will be allowed when boarding or getting off the bus.
- When dropping children off, the bus will wait for parents until the scheduled time and will then move onto the next stop. In the event of a parent not turning up by the scheduled time, the bus will continue on its route with the child, unless the school has written authority to leave the child at that stop. If the school does not have written permission for that child, the child will not be allowed to disembark and will remain on the bus to return to school. The child will then need to be picked up by the parent from school.
- Buses will endeavour to stick as close to the scheduled times as possible, bearing in mind that BHCS buses use public roads causing unforeseen delays from time to time.
- Parents are responsible for the conduct of their children while going to or from pick-up points and for students meeting the bus on schedule. Where practical parents of students have the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.
- Use caution crossing the road after getting off the bus.
- NEVER cross the road in front of the bus.
- Look both ways before crossing a street.
- Walk quickly, but safely.
ALL BUS USERS

RIDING THE BUS

- Only current authorised BHCS students may travel on the school bus.
- Take seats as soon as you get on the bus. No standing will be permitted.
- All seats must be shared.
- Where the bus is fitted with seatbelts, it is a legal requirement that all students wear them.
- No student shall leave or be out of their seat while the bus is in motion.
- All parts of a student's body shall be kept inside the bus, especially when a window is open.
- Do not throw anything while in the bus or out of an open window on the bus.
- Nothing shall be held so it extends out of the window or in the aisle of the bus.
- Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their children.
- No eating or drinking is permitted on the bus at any time. (water accepted)
- Talk quietly at all times
- Illegal drugs of any type shall not be permitted on the bus at any time.
- No smoking or use of tobacco products shall be allowed on the bus at any time.
- Absolutely no alcohol is allowed on the bus at any time.
- Animals (caged or otherwise), dangerous or sharp objects which may interfere with the safe operation of the vehicle or its occupants shall not be transported on the school bus.
- No spray cans of any sort are permitted on the bus (including any deodorant containers)
- Large objects are not to be transported on the bus.
- Learn how to get off the bus in case of an emergency. The bus driver will conduct practice drills periodically.
- Students must ride their assigned bus to and from school. Changes in bus assignments and/or stops can be made only in the case of an emergency. Approval for any change must be requested by the parent or guardian in writing from the Bus Co-ordinator at least one day prior. Changes are subject to availability. Individual bus drivers should NOT be approached to request changes.
OBEYING THE PASSENGER RULES

- The driver will be responsible for the orderly conduct of their passengers. While on the bus, the student is under the authority of, and directly responsible to the bus driver or aide, where applicable.
- The driver has the authority to enforce the established procedures for bus conduct. If any student wilfully refuses to obey the bus driver or the safety rules, a School Bus Incident Report shall be completed. The Bus co-ordinator will handle all discipline in conjunction with the necessary Year Level Co-ordinator. The Bus Co-ordinator will then advice parents of any disciplinary procedures or action taken.
- When it becomes necessary to refuse a student transportation due to misconduct, the School shall make the decision and notify the parents in writing of such refusal with an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or Bus Co-ordinator stipulates otherwise.
- It should be clear that all suspensions or matters needing the Principal's attention will be handled and directed through him.

BUS TRAVEL SUSPENSION

BHCS bus travel has a two warning system in place.

1. At the first warning, a letter to the parent will be posted home, signed by the Bus Co-ordinator detailing the offence. Students will be talked to and admonished where necessary.
2. A second offence will mean suspension of bus travel for the student, for a period of a day and up to one year dependent upon the severity of the offence. The details regarding this will be posted home and a phone call will be made to the parent of the student concerned.

PLEASE REMEMBER THAT RIDING THE BUS IS A PRIVILEGE!