

## SCHOOL TRANSPORT POLICY

### Aim

Melton Specialist School provides and oversees several modes of transport for a large number of students from our catchment area. Student behaviour on and around the buses and other forms of transport is expected to be safe, respectful and responsible to ensure a safe and effective bus service and access to school.

### Rationale

To ensure that students travelling to and from our school by buses do so safely and in a manner consistent with Department of Education and Training policies and regulations and Memorandum of Understanding (MOU) with bus service provider.

To work with the local bus company to provide a network of bus routes to cater for the students requiring transport to and from home.

To provide and ensure there is safe and appropriate transport to and from school by bus, taxi and from other external providers/agencies.

To process the conveyance allowance applications for all eligible families if required.

To ensure transport issues are dealt with effectively and efficiently.

### Implementation

- Our school has the responsibility for the coordination of school buses, including coordination of student safety, departure and arrival at school.
- Our school will designate a staff member as the bus coordinator. The coordinator will undertake all responsibilities associated with bus travel by students, including liaison with the bus companies.
- Staff will supervise the buses arrival at the commencement of the day and the buses departure from the school at the conclusion of each school day.
- Close liaison between the Principal, bus coordinator and the bus companies must be maintained.
- Students that travel to school using alternative methods for travel will have their travel arrangements reviewed in consultation with a care team/agency or Student Support Group (SSG) and the school. These will be assessed and altered as changing needs are identified.

### *Responsibilities of parents/carers*

1. It is the responsibility of parents/carers to ensure their children are escorted to and met from the bus each day, unless agreed in advance in writing.
2. Parents are expected to be at the bus stop five minutes before the drop off and pick up times.
3. If no one is at drop off point, students will be returned to school and other arrangements will be made for the student to be picked up.
4. It is the responsibility of parents to notify the school immediately if there are changes to contact details.



5. Parents are expected to notify the school – by phone or in writing in the diary, if their child is to be met at the bus stop by a person or persons other than those authorised to do so.
6. Students 16 years old and over may travel from home to school independently using the school bus services with a letter of consent from the family in support of this.
7. During school hours it is the parents' responsibility to notify the school if their child will be absent on a particular day.
8. Outside school hours, parents are asked to contact the bus company or bus supervisor or bus coordinator when and if their child will be absent. The phone number for this will be communicated in the newsletter and on the school's website.
8. It is every parent's duty to demonstrate active support towards those who are responsible for the transportation of students to and from school.

### *Rights, Role and Responsibilities of Melton Specialist School*

- We expect:

1. To be notified by parents and/or a representative of the bus company as soon as they become aware that there is a problem. This enables us to take immediate action.
2. That the bus company or agency will notify the school if it seems likely that a bus or other designated form of transport will be delayed.
3. That parents will notify us of any requested change to their child's busing arrangements.
4. That parents will be waiting to collect their children at the agreed time and in the agreed place each afternoon, unless agreed otherwise in advance in writing, phone or text the bus coordinator. Students will be brought back to school if no-one is at home or at the designated meeting place.

- We commit:

1. To providing support and knowledge about being 'Child Safe' to the bus chaperones and drivers, whose role we acknowledge to be one of great responsibility.
2. To doing whatever must be done to ensure the transport to school is safe at all times, not only for our students but for the driver and chaperone also.
3. To maintain the relationship that exists between our school and the crews and management of the Bacchus Marsh Coaches
4. Additional supporting information is located within the 'Students with Disabilities Transport Program, Memorandum of Understanding (MOU) and will be reviewed annually.

### *Bushfires, floods and extreme weather conditions in the local catchment area*

- Buses will not operate in or near an area determined by Emergency Management as high risk in consultation with the relevant external emergency service agency.
- On high fire danger days, the school will monitor CFA information.
- If bus services are affected by a rapid onset emergency, the Principal will take responsibility for decisions affecting the School Bus Program and transport operations.
- The school will be guided by Emergency Management at all times.
- All services on affected bus routes and those that may potentially be affected will be cancelled in full. Buses with students on board must not leave the school without the approval of the Principal or delegate.
- All students on affected services will be held at the school until the all clear is given.



#### Related Documents

Students with Disabilities Transport Program Policy and Procedures January 2016

<http://www.education.vic.gov.au/Documents/school/principals/management/sdtpolicyandprocedures2016.pdf>

Students with Disabilities Transport Program Emergency Management Operational Guidelines January 2015

<http://www.education.vic.gov.au/Documents/school/principals/management/SDTPEmergencyManagementOpGuidelines.pdf>

Conveyance Allowance Program Policy and Procedures January 2016

<http://www.education.vic.gov.au/Documents/school/principals/safety/Conveyance%20Allowance%20Policy.pdf>

Memorandum of Understanding Bacchus Marsh Coaches

#### Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

#### Certification

This policy was endorsed by school council at the meeting held on 25<sup>th</sup> October 2016

  
Principal

  
25/10/16  
School Council President

