

# KIMBOLTON SCHOOL

## BUS POLICY

### **INTRODUCTION:**

Parents and children need clear guidelines on eligibility and standards of behaviour on the Kimbolton school bus.

Drivers must hold the appropriate license and P endorsement to drive for Kimbolton School.

The Kimbolton bus is “Direct Resourced” for transport and the school owns one bus and leases another.

### **OBJECTIVES:**

To define eligibility of pupils

To define the levels of responsibility exercised by the parents, by the driver and by the Principal.

To state the standard of behaviour expected and the consequences for those pupils who don't meet these standards.

To ensure the safety of our students we will have fully licensed bus drivers.

### **GUIDELINES:**

1. To be eligible for funding children must live 3.2 kms from the nearest school. Kimbolton School has the independence to allow ineligible pupils on the bus.
2. Children who are ineligible because of distance may be carried on the bus if it doesn't inconvenience eligible children.
3. The responsibility of disciplining children ultimately rests with the Principal and the parent, but the driver must endeavour to exercise control over the children. To do this the driver must maintain a manner which ensures the children's respect.
4. When inappropriate behaviour occurs the child/children should be warned that the behaviour is not acceptable. If this warning is ignored then the Principal must be informed and parents/caregivers notified. If bad behaviour continues, in consultation with the parents/caregivers, the child will be put off the bus for three days.
5. Any further inappropriate behaviour will result in a week's suspension and finally total suspension from the bus.
6. The parents should endeavour to notify the driver, or Principal, when their child/children will not be travelling on the bus. (preferably in writing or by phone) The school answer phone school is checked every morning before the start of the bus run.
7. Parents must notify the driver, or Principal (preferably in writing or by phone) when their children are to get off the bus at a different stop or if a different person is to pick up the children from the stop.
8. Casual passengers must check with the driver or Principal before traveling on the bus.
9. The bus is used for school trips when possible.
10. The bus may be used outside of school time, by community groups, at the discretion of the Board of Trustees.

### **Children will be expected to:**

1. Not use the front seat in the bus unless all the seats in the back are being used.

2. Sit where the driver states in cases where personal choice of seats affects behaviour.
3. Accept the instructions of senior students who will be expected to help the younger children.
4. Remain seated in the same seat throughout the trip to and from school.
5. Not consume food or drinks on the bus.
6. Where children are put down on the side of the road opposite to their home, they must wait on the side of the road until the bus has departed and the road is clear to cross.
7. Behave in a responsible manner while waiting for the bus and after being put off at the home stop.
8. Behave in such a way that they will not distract the driver from driving safely.
9. Keep all body parts inside the bus; hands, arms and head at all times.
10. Not spit or throw things out the windows.
11. Keep their seat belts securely fastened at all times when the bus is moving.

**EXPECTED OUTCOMES:**

The children of Kimbolton will be able to travel safely to and from school using an efficient school bus service provided within the bounds of funding.

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed :** \_\_\_\_\_