



DAVID STREET SCHOOL

Kia Maia - Have Courage

Principal: Brian Harrop - brianh@davidst.school.nz

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Re: Bus Procedures

Dear Parents, Caregivers and Whanau,

David St School take great pride in the safety of your child/ren including their safe arrival to and from school.

Your child/ren have the opportunity to use the Bus Service provided by the Ministry of Education and Greenline Motors. Please note that riding on the bus is a privilege.

In conjunction with the Ministry of Education, we have developed procedures for getting your children safely onto the bus, rules while on the bus, and how to get off the bus safely. You will find these procedures on the reverse of the page.

We would ask that you please read through these with your child/ren, and both sign the acknowledgement form attached, while also indicating the days that we can expect your child to regularly be on bus.

Please note these key points;

- When going home students meet at the hall where the bus roll is called. They then walk down to the bus in a safe orderly fashion followed by the teacher in charge behind the last group.
- *It is imperative that **if your child/ren are not going home on the bus** when they normally would, you **notify the school office prior to 2.30** for our information and to remind the student they will not be travelling on the bus that day, (students will be reminded on the 2.30 afternoon notices). We cannot do our best to ensure your child is in the right place if the message does not come through.*
- A Bus vest is provided to students. This is a safety aspect for travelling on the bus making children more noticeable on the side of the road. If they have lost it they need to come to the office to get a new one.
- When on the bus, students are expected to behave in a respectful manner and cooperate with the drivers requests.

If you have any questions re these procedures or the acknowledgement form please contact the school 889 7780 or call in so we can talk them through.

Regards,

Rob Gunn/Michelle Fielding
On behalf of David St School

School Bus Procedures/Guidelines:

(developed in accordance with Ministry of Education Bus Guidelines)

Who may use this service and protocols:

Parents/caregivers who need their children to use the school bus service will liaise in the first instance with the bus company (Greenline Motors) who will decide if the child(ren) is/are eligible to use the bus and if so what number bus they will be on.

The parents will then confirm this with the school **and the days that students will be expected on the bus**. Office personnel will record this information, and then allocate the child/ren bus safety vests.

All bus students are given a high viz vest for them to wear to and from school. This is to ensure they are seen on the side of the road.

A bus roll will be printed weekly. This roll will record students who regularly use the bus to get to and from school. If they only go on particular days these students are also recorded with the days they are expected.

If not going home on the bus:

- *It is imperative that **if your child/ren are not going home on the bus** when they normally would, you **notify the school office prior to 2.30** for our information and to remind the student they will not be travelling on the bus that day, (students will be reminded on the 2.30 afternoon notices).*
- *Please ensure this information is communicated.*

If changing bus OR going home with a friend on a bus:

If a student needs to travel on a **different** bus OR they are taking a friend home with them, a note from home or phone call must happen before this can be allowed. The note will be attached to the bus list. **No student will be allowed to travel on a bus or change their bus without notification from parents/caregivers.**

The Teacher In Charge of buses will check with the office at 2:45 to note any changes.

Prior to getting on the bus (PM):

At 2.45 bus students will move quickly to the hall with ALL their belongings needing to be taken home. They will line up quietly in their bus line with their bus vests on.

Student Bus monitors will quickly collect their bus list from the office. The bus monitor will call the roll, count the ticks (of those present) and then do a physical count to double check. This will be confirmed with the duty teacher who will then release each group in turn.

ALL students will walk down to the bus in an orderly manner with their bus group and not with any other group.

When on the Bus children must;

- Carry bags so they don't get caught in the door.
- Put bags on laps or under the seat in front.
- If seated, stay seated.
- If there's nowhere to sit, stand as far down the bus as possible, wear or carry bags, and hold on to a seat-back or handrail.
- Stay behind the driver at all times.
- Don't push or move around the bus.
- Don't eat or drink.

- Don't throw things inside or out of the bus.
- Keep arms, legs or head inside the window.
- Respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- Be polite to the driver and the other children.
- Respect the transport service provider's, and other children's property.
- Listen to the driver and duty teacher's instructions.

When getting off the bus children must;

- Wait until the bus has stopped.
- Carry bags in front, so they don't get stuck in the door.
- Get off the bus through the front door (if possible).
- Don't push.
- To cross the road, find a safe place, wait until the bus has moved away so you can see clearly in both directions, and then cross.
- If not crossing the road, stay as far left from the roadside as possible.
- Wear a fluorescent vest (especially early in the morning or late afternoon).
- After getting off the bus in the morning, students are to come straight to school. This is a huge safety issue.

Behavioural Issues on the Bus

We expect students from David St School to ride the bus in the spirit of our School Values and the above guidelines.

If a student behaves inappropriately or unsafely, the school will take steps to manage this behaviour, and the student could lose their place on the school bus (temporarily or permanently).

If a student loses their place on the school bus, the caregiver needs to ensure they're meeting their legal obligation to get their child to school. Caregivers aren't entitled to a Conveyance Allowance in this situation.

Bus Procedure Acknowledgement Form

(To be signed and returned to the David Street School office)

I, _____ (student name), and _____
(their caregiver name), _____ acknowledge that we have read and understood the rules and procedures for the safety of myself, other students, and the bus driver when travelling and off the school bus at David St School.

I, _____ (student), agree to abide by the behavioural expectations described in these guidelines.

Signed:

_____ Student _____ (Caregiver)
_____(Date)

Please fill in below to confirm the **regular days** each week your child/ren will be catching the bus

Bus List

Child/ren Name/s:

Will be catching the bus on the following days each week (Please Circle)

Monday Tuesday Wednesday Thursday Friday

If there are any special instructions please add below e.g. every fortnight only, always on the bus unless caregiver rings etc.
