



Nurture for today • Learning for tomorrow • Character for eternity

Kempsey Adventist School

Bus Guidelines

Rationale

By extension, buses contracted by KAS or used by KAS students to travel to and from school or in the course of co-curricular activities are part of the school environment. As such, those students who travel on a bus are representatives of our school. Hence, if a student chooses to behave in a manner contrary to the bus rules they are also choosing to subject themselves to the outcomes of the KAS Student Management Policy.

Code of Conduct for School Students on Buses

(New South Wales – Ministry of Transport)

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

Behaving appropriately

- respect the needs and comfort of other passengers (e.g. no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus, eating or drinking - except water - unless the bus operator gives written permission)
- give up seats to all adults and disabled passengers
- adhere to the law that bans smoking on buses
- obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
- keep arms, legs and heads inside the bus
- refrain from attracting the attention of the driver except in the case of emergency

Respecting property

- protect bus property
- ensure that buses are not vandalised
- report any vandalism e.g. graffiti and window etching

Holding passes

- show travel passes or tickets to the driver on boarding and when requested
- use the travel pass only for its intended purpose
- 'swipe' or 'dip' passes in ticket readers if available when boarding
- keep your pass for your own use - you should not lend your pass to other students or borrow one from them.

Disobeying these rules may lead to the withdrawal of school bus travel passes and/or prosecution.

In the case of students travelling under the School Student Transport Scheme, this Code of Conduct is also printed on the application form. You are reminded that when signing the application form the

parent/guardian/carer explicitly declares that they support the Code and that it has been explained to their child.

If students misbehave on buses, the following consequences may result:

Unacceptable behaviour: Such as using offensive or racist language, disobeying reasonable directions from the driver, smoking, spitting, damaging property, eating on the bus, distracting the driver with persistent noise and failing to show the travel pass **may lead to** the loss of subsidised school travel privileges for up to **two school weeks** for a second offence, and up to **ten school weeks** for subsequent offences. Permanent suspension of school travel privileges or banning from travelling on buses may apply for repeated offences.

Dangerous behaviour: Such as seriously bullying or harassing other passengers, fighting, letting any part of your body protrude from the bus, throwing objects inside or outside the bus, using matches and lighters, carrying dangerous items and group misbehaviour **may lead to** the loss of subsidised school travel privileges for up to **four school weeks** for a first offence and up to **ten school weeks** for subsequent offences - or if group misbehaviour is involved, **permanent loss** of school travel privileges. Permanent suspension of school travel privileges or banning from travelling on buses may apply for repeated offences.

Highly dangerous behaviour: Such as interfering with safety equipment, pushing students out of the doors or windows, assaulting the driver or other passengers and destruction of bus property **may lead to** the **permanent loss** of subsidised school travel privileges, and possible court action or police prosecution. Students may be banned from travelling on buses.

The police will be called to deal with highly dangerous behaviour.

These penalties reflect the seriousness of the misbehaviour. They ensure that all students who misbehave on buses are dealt with in a fair and consistent manner, no matter which bus operator or school is involved. If students are refused travel, parents/guardians/carers must make alternative travel arrangements and meet any costs of that transport. They will not be eligible for the Ministry of Transport Private Vehicle Conveyance Scheme under these circumstances. A group of school students behaving unacceptably may risk higher penalties if their conduct puts the safety of other passengers or the driver at risk.

The operator will inform the Ministry of its decision. The Ministry may inform an operator of a student's record of misbehaviour. Please refer to the Guidelines for Managing School Students' Behaviour on Buses for dealing with incidents of inappropriate behaviour. Copies of the Guidelines are available at <http://www.transport.nsw.gov.au/ssts/school-bus-guide.html> at the following links - [PDF](#) (185 kb); [Word file](#) (299 kb). Copies are also available at each school.


What are the consequences of inappropriate behaviour?

If a student misbehaves on a bus, the bus operator concerned will contact the parents and the school.

- Depending on the gravity of the offence, students may be required to give up their school bus travel pass or may be refused travel on the bus for a period of time determined by the bus operator.
- Heavier penalties may apply to students involved in group misbehaviour.
- School principals have the right to take additional disciplinary action against a student under the school's discipline code or student welfare policy for any breach of the Code of Conduct.

Evaluation

These guidelines will be reviewed as part of a three-year school review cycle.


Adopted by the SC / /
Signed _____ (SC Chairperson)
Date for review / /