



**2023
GBC
BUS SERVICE
PROCEDURES**

**A GUIDE FOR PARENTS/GUARDIANS
AND STUDENTS**

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POLICY OVERVIEW

The Geelong Baptist College Bus Department exists so as to:

- Provide transportation of College students on scheduled operations and arranged excursions.
- Maintain safety, reliability and efficiency for students, teachers, bus drivers and members of the public (drivers or pedestrians).
- Advocate and maintain compliance with the College's Policy and Procedure, the State Government of Victoria, Office of Public Transport Safety Victoria, Department of Infrastructure legislation and Vic Roads Regulation.
- Maintain transparent and professional communication with parents, guardians, students, the College staff, suppliers, law enforcement officers and government officials.

INTRODUCTION

1. The following procedures have been implemented for parents/guardians, students, teachers and drivers, so they may in the majority of foreseen situations:

- a) Make an informed decision.
- b) Take appropriate action.

2. When scheduling bus stop times and locations, the Bus Coordinator endeavours to undertake all due consideration to ensure:

- a) Safety of students, bus drivers and other road users.
- b) Practicality for parents/guardians, students and the bus driver

And that,

- c) Students are not on the bus for too long.

This may require cooperation by students and their families, such as arranging to meet at a central point, i.e. a group pick up/drop off location at a designated council bus stop.

3. These procedures may be modified as required:

- a) In compliance with College policies and government legislation.

To maintain safety, communication and behaviour standards for all individual/s

FEE SCHEDULE 2023

TRAVELLERS

Full Time Travellers are students who catch the bus 3 full days (6 trips) or more every week.

Part Time Travellers are students who catch the bus 2 full days or 1 way each day (up to 6 trips) every week.

Occasional Travellers are students who catch the bus less than 4 times every week.

Casual Travellers are students that use the service for one off circumstances or emergencies. This may be organised, subject to seat availability on the required bus.

FEES AND PASSES

Bus Fees for 2023 are as follows:

Full Time: \$35 per student per week plus the Bus Conveyance Allowance.

Part Time \$25.50 per student per week plus the Bus Conveyance Allowance.

Please check with the office for more information

Occasional: This pass may be purchased from the office, allows the student to use the bus for 10 trips. Cost per one-way pass is **\$5** or **\$50 for 10**. The student will have their pass stamped by their bus driver. Occasional users are required to be registered bus users so as to have a seat allocated to them.

NB: Parents will still be required to contact their bus driver to let them know when their child will be catching the bus. Please renew your child's pass before it runs out. Unfortunately if a student loses their pass, we are not able to reimburse you nor replace the missing pass. You will be required to purchase another pass.

Travellers are required to come to the College Office in the mornings with a permission note to purchase an occasional pass. 24 hours notice is preferred as this may be subject to seat availability on the required bus.

Students are required to hand this pass to the driver as they board the bus. Unfortunately if a student loses their pass, we are not able to reimburse nor replace the missing pass. You will be required to purchase another pass. The bus driver will be notified by the College Office in regards to your child's bus travel.

Conveyance Allowance

- To be eligible for the Conveyance Allowance, a student must live more than 4.8km radial distance ('as the crow flies') from Geelong Baptist College. Students must also be aged between five years (by 30 April in the year that the allowance is sought) and twenty-one years.
- Parents or guardians need to complete an Application for Conveyance Allowance form which is available from the College Office during the first week of Term One.
- Please note that if you are eligible for the Conveyance Allowance, this does not come off your annual bus fees cost. The fees set out in this booklet are the subsidised costs once you have completed and lodged your Conveyance Allowance form with Geelong Baptist College.
- The allowance cannot be claimed if a student lives within the Government School Contract Bus Areas. These areas currently include Maude and Anakie. Students living in these areas have access to a free bus service once they have completed and lodged the 'Application to Travel on School Bus in Geelong RO: 38A' Form. These are available from the College Office.

COVID UPDATE FOR PUBLIC TRANSPORT

According to the Back to School Travel advice on the PTV website, school buses can operate as normal to make sure students get to school in a safe and easy way.

Extensive cleaning will continue on school buses to keep students safe as they travel. At GBC, buses are cleaned daily by our bus drivers, to ensure we are following COVID guidelines.

It is important for families to note that when travelling on the school bus, students should:

- Practice good hygiene, including using the hand sanitiser provided and coughing into their elbow
- Maintain physical distance from others when they can
- Stay home if unwell

PROCEDURES

Pick-up and Drop-off Procedures

Morning Pick-up

- Students are required to be at their bus stop **5 minutes before** their pick-up time. The bus will leave precisely on the departure time as stated in the College's Bus Timetables.
- If a child is not at their stop at the **departure time** and no notification has been received, the driver shall determine that the child is not coming and proceed with the run. One minute late at one end of the run can extend to 5-10 minutes late further down the run.
- If you are running late check your timetable for the next available stop and notify your driver so they'll know to expect you at another stop.
- The buses are required to reach school 5 minutes before the bell so as to allow enough preparation time for students before school starts.
- If your bus hasn't arrived on time please wait 5 minutes. Then call the driver, as sometimes unexpected things may happen.
- If the bus is delayed due to mechanical breakdown or any other unforeseen circumstance, drivers are instructed to follow their procedure of contacting the Bus Coordinator and the College followed by all the families that are yet to be picked up.
- **When approaching to board the bus, it is important that students do not walk directly in front of the bus. In most situations, it is preferred that students walk behind the bus.**

Afternoon Drop off

- Students are to be at their college bus **before 3.30pm**.
- Students are not allowed to board the bus until the driver is present and has given permission to board. Nor are they allowed to leave the bus without asking the driver for permission first.
- The buses will depart precisely at **3.30pm**. They will not wait for any student, unless otherwise authorised. The aim is for all travellers to reach their destination on time.
- Students who miss their bus must go to the College Office to notify staff, who, if possible, will contact the bus driver and drive the student to meet their bus. Or will notify nominated contact persons to come and collect the child.
- If a Prep to Yr 4 student is not on the bus and no notification has been received, the driver will contact the College Office to help determine the situation, and then proceed with the bus run as usual.
- If a student attempts to board the bus without prior notification, the driver has been instructed to:
 1. Contact the College Office to help determine the situation.
 2. Contact the Parent/Guardian direct for confirmation and authorisation.

- If the bus has been delayed, parents/guardians need to remain at the bus stop for 10 minutes before calling the bus driver.
- **On alighting from the bus, students must remain well clear of the bus at all times and stay on the same side of the road until the bus has completely moved off.**
- Students under no circumstances are to walk in front of the bus.
- Students must not attempt to cross the road until they have a clear view of the road in both directions and/or use pedestrian/school crossings which may be located nearby.
- Under no circumstances are students to run alongside the bus or to attempt to touch the bus while it is moving.
- Parents/guardians picking up students are asked to wait on the same side of the road as the bus stop to minimize the risk of students running across the road.
- Parents/guardians of Foundation - Yr 4 **must** be present at bus drop off and pick up stops and are to ensure that they are at the bus stop **5 minutes before** the pick-up/drop-off time.
 1. The only exception to this procedure is where there is an older sibling on board the bus, who will be able to supervise them, or a parent has given the driver other instructions.
 2. If a parent/guardian or approved other person is not present to pick-up or accompany the student, the driver has been instructed to contact the parent/guardian to find out their whereabouts.
 3. If no response, the driver has been instructed to keep the student on board and continue the bus schedule to see if the parent/guardian is waiting at the next or following two stops.
 4. If not, the driver has been instructed to call the College Administration/College Principal to help determine the situation and continue the bus schedule and await further instructions.

Bus Stops

- Bus routes, bus stops and times are now fixed for 2023.
- When considering the location of the bus stop, the Bus Coordinator's main concern is one of **safety** before convenience.
- College buses will only stop at the designated bus stops for that route.
- Under no circumstances should students be picked up or dropped off at any point other than a designated bus stop for that route, without prior arrangement with their bus driver/Bus Coordinator.
- Students should remain well clear of the bus until it has come to a complete stop.

Other Information

- The driver's times are set to the Telstra/Victorian Time.
- Students are assigned a designated seat which the driver will assign. Seating arrangements may change at driver's discretion.
- If parents need to speak to a driver, they must try and ring them at the designated times specified below:

6.30 am – 6.45am	8.45am – 9am	2.45pm – 3.15pm	5.00pm - 5.30pm
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- Drivers may be contacted during transit via their hands free device.

- Parents may also be able to text a message to their driver before their pick-up time. Ask your driver first if this is possible. For more information on bus messages and written notes, see *Recommended Bus Communications* on page 10.

BEHAVIOUR EXPECTATIONS

To ensure the safety of students, drivers and staff in regards to bus travelling, we have developed a bus merit/demerit system. Students who use our buses are expected to uphold the high expectations of appropriate behaviour at GBC.

Bus Merit System –Merits for Primary, Powerpoints for Secondary

Driver discretion will be used in the award of merits.

- Students will be encouraged through the use of Merits & Powerpoints
- Bus Merits and Powerpoints will be awarded to students who display consistent, considerate, and courteous and leadership behaviour, i.e. exceeding the adherence to the Bus Rules.
- Students will be rewarded as determined in the Primary and Secondary Behaviour Policy

Bus demerit system

Driver discretion will be used in the usage of demerits, which includes the seriousness of the offence.

1. A warning for each and any minor breach of the Bus Rules.
2. After a second warning a bus demerit note will be written into the student's diary either by their driver, Bus coordinator, Mrs Sobey or Mr Wetmore. If the incident occurred during the afternoon run the demerit will be written into their diary on arrival at school the next morning.
3. 3 demerits in one week or 10 in one term will incur exclusion for a day.
4. There may be times when immediate exclusion will occur when a student has breached the standard of safety on the bus.
5. If a student incurs 3 day exclusions in a term they will receive a week's exclusion.
6. Consistent/Repetitive misbehaviour may result in permanent removal from the bus service.

Please remember: the bus service is not a right, it's a privilege.

STUDENT RESPONSIBILITIES

All Students

- Bus Rules are displayed in bus timetables, and must be adhered to by all students.

Expected Behaviour by GBC Students on buses are:

FOR SAFETY

1. Obey drivers' directions.
2. Head, hands and arms are to be kept within the bus. Throwing anything from and within the bus is unacceptable. (Immediate exclusion will occur).
3. Students are to remain in their assigned numbered seats.
4. Students should not wave at members of the public.
5. Seatbelts must be worn where they have been provided.
6. Aisles must be kept clear at all times with bags to be stored either under the seat or in the above head storage area where provided.
7. Students should remain seated in the bus until it has come to a complete stop.

FOR COURTESY

1. Be thoughtful; greet the bus driver when getting on and off the bus.
2. Insulting and rude gestures or words are never acceptable.

Teasing, hitting, wrestling, fighting, touching others is unacceptable.

FOR A PLEASANT ENVIRONMENT

1. Sit properly when seated, with feet on floor – not on the seats. Feet on the seats cause damage.
2. Students may eat, but keep rubbish with you or place it in the bin as you depart from the bus.
3. Students may talk quietly, but shouting distracts the driver and is not permitted.
4. Students may use ipods, mp3/4, walkman, while travelling but are to keep the sound level down so as not to distract others or the driver. Laptops are allowed to be used for school work purposes only and are the responsibility of the student who possesses it. The bus radio is used at the discretion of the driver.
5. Wilful damage including graffiti is unacceptable and students will be required to replace or repair damage.
6. Students are to board and leave the bus in an orderly manner.

BUS MONITORS

- ❖ Two or Three Senior students (per bus) will be appointed as bus monitors. Their responsibility will be:
 1. To encourage and remind students of bus travel expectations.
 2. To warn students about any inappropriate behaviour.
 3. To report continued misbehaviour directly to the driver.
 4. Students are not to sort out or give permission for students to leave or swap seats.

SENIOR STUDENTS (Year 10-12)

1. May be required to take responsibility in the event that the driver is injured or incapacitated. See instructions at 'In an Emergency' page 14.
2. May be instructed to use the driver's mobile telephone for emergency use only.

May be required to coordinate the evacuation and supervision of students off the bus in the case of an emergency.

OTHER TRAVEL VARIATIONS

Due to legal requirements, written notification of any variation to normal bus travel arrangements must be received from the student's parent/guardian.

Recommended Bus Communication

- *For a Temporary Change:* Written note/phone calls to the College Office or the student's bus driver by parents/guardians at least 24 hours prior to the required travel time.
- *For a Permanent Change:* Written note/phone calls to the Bus Coordinator when requesting a regular or permanent change to travel arrangements. Bus Coordinator will confirm the change with a phone call to the parent/guardian.

Other than teachers or students, no other passengers are permitted to travel to and from the College on GBC buses, unless authorised by the Bus Coordinator.

Change of Address/Bus Stops

- Enquiries by parents/guardians should be made to the Bus Coordinator as early as possible.
- Parents/guardians are to notify the College of any changes to their contact details so they can.
- Be forwarded on to the Bus Coordinator/Driver.

IN AN EMERGENCY

The Students on the bus

- All students are encouraged to remain calm.
- The driver will check and note any injuries sustained by the students and render appropriate assistance where necessary.
- Students will then be directed to a safe place.

If the driver is seriously injured as a result of the emergency

- A senior student will be instructed to use the Bus Driver's mobile telephone to call Emergency Services and the Bus Coordinator as stated in the Driver's manual located in the College bus.

If unable to contact the Bus Coordinator, then the next available Emergency contact Person should be contacted as stated in the Driver's manual.

- The senior student will check and note any injuries sustained by the students.
- The senior student will be asked to direct the other students to a safe place and remain with them for supervision.
- Under no circumstances should the senior student attempt to drive the bus.

Bus Breakdown and Emergency Management Plan

- All families will be contacted and informed of all the necessary details, e.g. to pick up their child/children from the breakdown point.

Each particular emergency will require a specific response. The College will undertake the procedures it has in place for drivers, administration and pastoral/counselling staff.