



Port Augusta Special School

School Bus Transport Guidelines

*First Developed: 1st April 2021 Next
Reviewed: April 2024*

Rationale:

Mobility issues and a lack of transport opportunities means that access to events, places of interest and local amenities is limited for our students. The acquisition and running of our own local buses has helped alleviate issues around accessibility.

Policy Aims: It is the intention of this policy to support students with access to school bus transport and assist them to attend educational and care services throughout the Pt. Augusta region. Of particular importance, this policy seeks to enhance student attendance and learning opportunities at Port Augusta Special School.

General Implementation:

- 1. Bus Management:** Pt Augusta Special School (PASpS) owns two buses for use with students whilst at school. PASpS, through its Governing Council, will maintain a Bus Management Committee (BMC) to assist with the day to day management of our school buses. The BMC will include Principal, DP and Business/Finance Officer. The Bus Manager will be the school Principal whose role is to oversee the management of buses and the implementation of any Bus Transport Policy or guidelines. Other schools/preschools in the region may apply to use our school buses and permission to do so will be at the discretion of the BMC. There may be costs associated with other schools use of our buses to be determined by the BMC.
- 2. Bus Travel Approval (Automatically Eligible Students):** Our enrolled school aged students have automatic eligibility to access a school bus, as needed. Other schools using our buses will determine who is eligible to use the bus and accept full responsibility to repair/replace any bus material/component/part or item damaged by their approved passengers.
- 3. Bus Travel Approval (Running costs):** All costs for fuel, maintenance, repairs or replacements will be borne by PASpS as the owners of the bus fleet. General running costs and fuel may be invoiced to other schools wishing to use our buses for excursions, or other school-approved transport. Costs may be added as determined by the BMC

4. Guidelines for use:

- a. Students must follow the appropriate Student Behavior Code for buses whilst traveling.
- b. Parents will sign a general consent for students to use the buses for all local excursions within the Pt Augusta township area, at the start of each school year. Such permission will be in effect for the entire school year in which it was signed for.
- c. The wearing of seat belts on school buses for all passengers and driver, including supervisory staff, is compulsory.
- d. Child seats or Booster seats that are government-approved and meet appropriate safety standards may be used in school buses, if fitted appropriately.
- e. PASpS buses must only carry passengers up to the number of available seats in each vehicle. No standing in moving vehicles is permitted.
- f. The driver is not permitted to be the only supervising adult.
- g. All use of school buses must have an accompanying supervising adult, other than the driver who is responsible for student behavior.
- h. Bus drivers must be provided with up-to-date bus rolls. They are expected to maintain accurate records of students who travel on the bus.
- i. The Bus Driver will conduct a walk-through of the vehicle upon completion of each leg of the journey where students are required to disembark the vehicle. The driver must conduct a visual inspection during walk-through then sign and date a verification slip affirming that the vehicle has been checked and confirmed 'empty-of-passengers'.

5. Returning the vehicles:

- a. Please ensure buses are returned clean and tidy, with rubbish removed, bus swept and mopped where appropriate.
- b. Fuel tanks must be returned full.
- c. Conduct Walk-through and ensure (visually) that no child has inadvertently been left on the bus.
- d. Buses must be parked in the appropriate bay of the vehicle storage shed, with the vehicles locked and lights switched off. The shed must then be closed and locked.

6. Student Behavior:

- a. All students who travel on a school bus are expected to adhere to the student behavior management processes applicable to their school/preschool.
- b. In the event of a behavior incident, the bus driver or supervisor will report the matter to leadership staff applicable to their school/preschool. The school/preschool of the student concerned will manage the incident in the first instance and forward any written follow-up to the Bus Management Committee at PASpS.
- c. Repeated incidents of inappropriate behavior may result in a student losing their permission to travel on a bus either in the short term, or for an extended period of time. This decision is made in consultation between all parties concerned.

7. Grievance Procedures: Any grievance or appeal against a school bus management decision must be made in writing to the Principal, PAspS. If the issue remains unresolved, the grievance should be forwarded to the Educational Director – Pt Augusta and Quorn Partnership, if the grievance still remains unresolved.

Other References:

- Department for Education School Transport Policy – December 2013

Evaluation: • This policy will be reviewed as part of a three-year review cycle.

This policy was ratified by the Pt Augusta Special School Governing Council on....	Date:
--	--------------