



HIGHVIEW COLLEGE STUDENT BUS TRAVEL POLICY

Person Responsible – Director of Pastoral Care

(Reviewed in odd years)

Rationale

Due to our geographic location many of our students travel to school by bus. We view matters of student safety and behavior very seriously. The types of bus transport include Government Contract Buses, local bus and public V-Line Buses.

There may be times when Highview College is forced to encourage alternative transport arrangements for our students. One example is when students are expected to attend for the GAT on a student-free day.

An efficient bus service is very important to our school.

Aims

- To keep students safe while waiting for the bus, especially at the end of the school day
- To make sure that students board the buses, particularly after school, in a safe and orderly manner
- To ensure students travelling to and from school do so safely
- To ensure that any bus discipline issues are dealt with immediately

Implementation

The Maryborough Bus Co-ordinator is located at Maryborough Education Centre (MEC). The role of this person includes issues relating to discipline on buses and other matters in relation to the Government Contract Buses. Bus routes, bus timetables and designated bus stops are designed by the Department of Transport in Melbourne. All bus incidents for these buses are reported to the MEC Co-ordinator, by either phone or email.

At Highview College it is the Director of Pastoral Care who acts as the bus co-ordinator and deals directly with Highview student discipline issues. The Director of Pastoral Care is also responsible for all matters relating to the Castlemaine, Newstead, Maldon and St Arnaud buses.

Copies of bus lists are kept in the main office – for student contact purposes.

Parents of students on contract buses are required to obtain permission from the Bus Co-ordinator at MEC if they want their child to travel on a different bus from normal. Permission is granted at Highview College for the Castlemaine, Newstead, Maldon and St Arnaud buses. Students should bring a note to Reception and a bus pass will be issued.

Any town student wanting to travel on a contract bus must also get permission from the relevant Bus Co-ordinator to do so.

A written note from parents must be forwarded to the co-ordinator 2 days prior to travel to gain permission. Highview College office will forward this permission to the student.

Process

- Senior students will act as bus captains on all buses, encouraging younger students to maintain positive behaviour and will report any misbehaviour of Highview College students to the Director of Pastoral Care
- All bus travelers must abide by the Conditions of Travel. A copy of these conditions is given to each bus traveler at the start of each year. Refer to Appendix 1
- Students and parents are required to sign that they have read and agree to the Conditions of Travel

Consequences when the Conditions of Travel are not followed:

- Students choosing to misbehave on the bus are considered to be a danger to all bus travellers
- Students may be reported to the Director of Pastoral Care by other students or parents, the bus driver, or the MEC Co-ordinator
- Once poor bus behaviour is confirmed, the student is issued with a warning. In severe cases they may be suspended from bus use for a period of time
- The conditions of Travel are discussed with the student including the reasons for their importance
- Parents may be contacted regarding the poor behaviour
- If poor behaviour continues students can be suspended from travelling on the bus for a time by the Director of Pastoral Care or the MEC Bus Co-ordinator
- Suspension is usually from 3 – 5 days in the first instance but may be longer for serious or subsequent breaches
- In such cases, students are still expected to attend classes.

Additional information

Contact numbers

Organisation	Phone Number	Hours
MEC	03 5461 7900	Reception is open until 5.00 pm
Highview	03 5459 1000	Reception is open until 4.00 pm
Hollands Bus Lines	0419 513 880	For Castlemaine, Newstead and Maldon buses after 4.00 pm
St Arnaud bus (Maffescionis)	0408 518 768 0417 032 907 0428 395 262	After hours

APPENDIX 1 - Conditions of Travel

Developed by Aileen Thomas – 2013
 Updated by Marion Martin – 2016, 2017, 2018
 Due for Review – March 2019



APPENDIX 1 - CONDITIONS OF TRAVEL

Students will

- Wait quietly at the bus stop for the bus to arrive
- Board and leave the bus in an orderly manner
- Behave safely at all times, whilst at the bus stop and when travelling on the bus
- Accept that the driver is in charge and obey his/her instructions
- If directed by the driver, occupy a particular seat
- Sit properly on a seat
- Wear a seat belt where fitted
- Respect bus property and the property of others by not marking or damaging it
- Remove bags from their backs before entering or exiting the bus
- Place bags under the seat or in the storage areas provided
- Show bus passes or tickets to the driver when requested

Students will not

- Physically or verbally harass other passengers or the driver
- Distract the driver from his/her duties
- Create unnecessary noise
- Move about while the bus is in motion
- Extend any part of their bodies out of the windows
- Throw any objects either inside or out of the bus
- Eat or drink while on the bus without permission of the driver
- Carry illegal, oversized or dangerous objects
- Obstruct the aisle, door or emergency exits
- Alter, deface, misuse or fraudulently obtain a bus pass
- Give, lend or transfer bus tickets to another student
- Stand on or put feet on bus seats

Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from bus stops and their safety at the bus stop while waiting for the bus
- Supervision is not provided at roadside stops. Parents/guardians are responsible for their children prior to the arrival of the bus in the morning and upon disembarking the afternoon service
- Parents should drop students off and wait for students at a roadside bus stop on the same side of the road as the bus to avoid accidents



PARENT/GUARDIAN TO COMPLETE

Please detach and return to Highview College

I accept the authority of Highview College with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel

I understand that if I or my child/ren do not comply with the Conditions of Travel, it may result in my child/ren not being permitted to travel on the school bus service.

Parent/Guardian name (please print) _____

Parent/Guardian signature _____

Date _____

STUDENT(S) TO COMPLETE

I accept the authority of Highview College with regard to student discipline on bus services.

I agree to abide by the above Conditions of Travel

Student	Student One	Student Two	Student Three
Print name			
Signature			
Date			