



# HIGHVIEW COLLEGE

## STUDENT BUS TRAVEL POLICY

**Responsible – Executive OPERATIONAL**

(Ratified every three years)

Developed by	DP Pastoral Care, Aileen Thomas	2013
Updated by	Director of Pastoral Care, Marion Martin	2016 / 2017 / 2018
Updated by	Principal, Melinda Scash	2019
Ratified by	Highview College Board	18 February 2020
		2023
		2026

### 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, public V-Line Buses and Highview Charter buses.

### 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 Heads of School who act as the Bus Co-ordinator and deal directly with Highview student discipline issues. The Heads of School are 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 two 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 Head of School
- 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

## 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 a Head of School 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 by the Head of School or the MEC Bus Co-ordinator
- Suspension is usually 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 and Newstead buses (after 4.00pm)
St Arnaud bus Maldon bus (Maffescionis)	0408 518 768 0417 032 907 0428 395 262	After hours

## APPENDIX 1 - Conditions of Travel



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These conditions apply to all Highview College students on all bus 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 bust stop on the same side of the road as the bus to avoid accidents