

LATROBE SPECIAL DEVELOPMENTAL SCHOOL TRANSPORT POLICY GUIDELINES FOR PARENTS/CARERS

Bus Schedules

Bus schedules are developed to ensure students spend agreed times travelling on the buses. It is important for parents to have students ready to board when the bus arrives and to be waiting for the bus in the afternoon. When students are absent buses can run early especially in the afternoons. The time variations can be between 5-10 minutes either side of the designated time. If the student is not at the pick up point in the morning the driver will wait for **2** minutes and then proceed with the journey. Drivers are not permitted to sound the horn to announce arrival.

It is also required that the parent or a responsible adult is at the student's designated stop in the afternoon. If parents / carers are not at the pick up point in the afternoon the driver will wait **2** minutes and then proceed on the journey with the student. The bus company will notify the school immediately to arrange an alternative stop for collection of the student by the parents. Students will not be left unattended at drop off points.

Absences

If your child will not be attending school please contact:

- The bus your child travels on after 7.15am using the mobile number provided by the school at the beginning of the school year please do not send SMS as this may not be heard by the driver/chaperone or alternatively;
- If known prior to the day notify either the driver or the school and this information can be recorded in the school bus diary.

Student Information

In order for students to access transport services, home and emergency contact numbers and any information regarding special requirements must be provided. Permission must also be given for this information to be forwarded to the bus company management if appropriate.

General Guidelines

- Parents/caregivers will supervise their child to the bus when it arrives and meet their child at the door of the bus at the times as advised by the bus timetable.
- Parents / caregivers are not permitted inside the bus. Students are to be given to the bus supervisor at the door. Once a student exits the bus they are the responsibility of the parent/carer.
- Parents will notify the school if there is a change in the person meeting the student and ensure suitable identification is carried and shown to the bus chaperone by that person.
- Any variations to bus arrangements must be discussed with the assistant principal at the school not personnel from the bus company.

- Parents of students who travel in wheelchairs must ensure that their seatbelts and safety harnesses are fastened and adjusted properly. **The bus contractor has the right to refuse to transport the student in the event that this is not adhered to.**
- In the event of a bus breakdown parents / carers will be notified by the school.
- Parents are not permitted to travel in the bus. Only authorised DE&T staff are permitted to travel on the buses.
- Any concerns/complaints regarding school runs must be directed to the assistant principal who will then discuss it with the bus company and possibly DE&T.

RULES OF THE BUS

1. All students must remain seated with seat belt on until bus is parked.
2. Students are not to alight a bus until a staff member/parent is available to receive them.
3. Keep the aisle clear of bags, feet, legs, etc.
4. Talk quietly, do not yell or scream as this distracts the driver.
5. No swearing.
6. Keep all parts of body and other objects inside bus at all times.
7. Follow all directions given by bus driver / chaperone.

Incidents arising which relate to inappropriate student behaviour will be noted by the bus chaperone in the bus diary. The Assistant Principal will discuss appropriate consequences and management strategies for recurring issues with parent/caregivers and the student's teacher. It may be deemed necessary for a student to be suspended from using the bus service.

The school has a more extensive policy which sets out procedures for emergency, breakdown, etc parents can request a copy from the school if required.



Latrobe Special Developmental School No. 5221

Address Hickox Street, Traralgon or P.O. Box 763,
Traralgon, 3844

Email latrobe.sds@edumail.vic.gov.au

Telephone 03) 51 74 1956 or 03)51 749713

Fax 03) 51 762643

Motto 'Towards Independence'

School Bus Agreement

Please complete and sign the following confirming that you have read and understood the conditions contained in the attached document "Latrobe Special Developmental School Transport Policy Parent/Carer Guidelines". Once completed this page is to be returned to Michelle Hibbert at the school.

Student name:

Student signature (where applicable):

Parent/carer name:

Parent/carer signature:

Date: _____

SCHOOL MISSION STATEMENT

'To provide a specialised and challenging curriculum in a supportive environment that promotes personal independence and a valued lifestyle.'

