

# JAMESTOWN COMMUNITY SCHOOL BUS SERVICES POLICY

[Review date 2012]

## POLICY

1. **Bus services may be established** where at least 10 school age students reside 5km or more, by the shortest most practicable route, from the nearest government school or school bus service provided by the DECS, and the majority live beyond 8km. (Usually more than 10 students are required to allow for fluctuations in population).

## PROCESS

2. **Changes to bus routes** take into account many factors, involve consultation with the Principal, Governing Council and parents, and must be approved by the District Director [generally completed by Transport Section].
3. **Bus timetables** must be prepared, displayed in the bus, provided to parents of bus travellers:-
  - Buses must leave a pick up point at the allotted time and not before
  - Students must arrive at the pick up point and be ready to board the bus immediately it arrives.
  - Buses should arrive at their host school no later than 10 minutes before school starting time and leave from their first school no later than 10 minutes after finishing time.
4. **Bus Stops**
  - should not occur any more frequently than four times in any 2km section of the route
  - should (if possible) be off the left hand side of the road. Buses do not have to pick up or put down students on the school side of the road, but this is to be encouraged where practicable.
  - Students must not be put down at other than their normal bus stop, without specific approval in advance from the Principal (48 hours notice to Principal, 24 hours notice through Principal to bus driver)
5. **Eligibility to Travel**
  - a) Government School Students
    - Students must live 5km or more by the shortest most practicable route from the nearest government school
    - Students living within 5km of the nearest government school have no rights to travel on buses, but may be given approval by the Principal to do so if space is available. These students must not be carried away from the government school and lose their approval if the bus is overcrowded.
    - Students must not travel past a government school unless:-
      - The District Director so approves based on the curriculum available at each school
      - The District Director so approves based on emotional or psychological stress
      - The District Director so directs because of disciplinary and conflict problems
      - The courts so direct
      - Required by the Education Department to alleviate overcrowding

- Approval must be obtained in advance from the Principal who will notify the bus driver.
- b) Non-government school students  
May use school bus services to attend a non-government school, provided the buses are not involved in additional travel. In doing so they are permitted to travel away from the nearest government school or to by-pass a government school.
- c) Children of pre-school age  
Have no right to travel, regardless of distance to a kindergarten or child parent centre. However the Principal in charge of the bus can approve travel subject to:-
  - individual approval given in writing in advance by the principal who will notify the driver
  - there is available room
  - the bus is not involved in additional travel
  - the child is considered by the principal to be mature enough to travel without causing difficulties for the bus driver
  - the child is met at put down points
  - permission may be withdrawn if the bus becomes overcrowded with students eligible to travel
- d) Other – Parents / School staff / Voluntary Workers / TAFE students may travel with permission from the Principal.
- e) Students – Out of School Activities (including non bus school students)  
Approval may be given by the principal if:-
  - there is room on the bus
  - the bus is not involved in additional travel
  - a request in writing or verbally is received by the Principal in advance, specific approval given and the bus drivers notified (recorded by front office staff).