

# Arrowtown School Bus Transport Manual

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## Eligibility for school bus transport

Only certain children are eligible to travel on school buses. They need to meet the [Ministry of Education](#) (see MoE website – School Transport homepage) requirements of living a certain distance away from the school.

Please check your eligibility for bus transport at the school office. Registration forms are available from the office and/or the school website and children cannot travel on the school bus until the registration has been completed. Inform the office of your child's first day travelling on the bus.

If your child does not use the bus on certain days (e.g. they have a sports practice after school every Wednesday) it would be helpful if you informed the office of this arrangement.

From time to time an ineligible child may need to go home with a child who does catch a bus. In this instance the parent/caregiver must ring the school office (or write a note) prior to lunchtime on the given day advising us. Ineligible children will not be able to ride the bus unless the school office has been informed. At times the buses are at full capacity and will be unable to carry extra children.

Parents should also notify the office if eligible children wish to travel on a different bus than their normal 'home' bus. Again, this is only possible if there is surplus capacity on the bus.

Margaret Young (receptionist) deals with all bus enquiries at the school office.



## **Student & Parent Guide to using School Buses**

### **Meeting & Boarding buses;**

1. Parents, when dropping children off at the bus stop by car, park and walk with them to the bus stop, especially in the early days to point out safe actions.
2. Children need to wait in the designated place – well back from the road.
3. Wait until the bus has stopped before approaching the bus.
4. Carry your bag in front of you so it does not get caught in the door.

### **Getting off the bus;**

1. Stay seated until the bus has stopped.
2. Carry your bag in front of you so it does not get caught in the door.
3. Get off the bus through the front door if possible.
4. Get off the bus carefully without pushing
5. Wait well back from the road until the bus has moved well away.
6. If you need to cross, find a safe place, wait until the bus has moved away and you can see clearly up and down the road.

### **Parents;**

1. Parents should also spend time with children to help them understand how they can keep themselves safe and how they are expected to behave on the bus.
2. If parking, please try to be on the same side of the road and walk to the bus stop, rather than across the road and moving in front of the bus as it pulls in.
3. If there is no one to meet students the bus driver will keep five and six year olds on the bus and bring them back to school (parents are encouraged to approach drivers to organize alternative arrangements if this practice is does not work for them). Older children are deemed to be able to wait safely or walk to their house.
4. Parents, when collecting students, get out of the car and meet them as they get off the bus, on the same side of the road that the bus has stopped, and go with them to the car.
5. Please think safe! – not blocking children's line of sight if they have to cross roads, modeling safe behaviors, allowing the bus plenty of room to pull in and out.

## Getting on the bus at school

1. Children go to the bus area, using the crossing, and line up against the fence.



2. The bus teacher will call names and mark children as 'on' the bus – children can then board the bus (they must be wearing their shoes!)



3. Bus drivers will count children on the bus and cross check against the teacher's roll.



4. Once children have boarded the bus they are to sit on a seat – younger children to the front and older children to the rear.

## New student bus orientation checklist

NAME: \_\_\_\_\_

I have been shown where to go to catch the bus  
(during pre-school school visits and/or 1<sup>st</sup> day)

I have met my bus monitor

I have met the bus teacher for my bus

My bus driver is \_\_\_\_\_

My bus run is called \_\_\_\_\_

My bus teacher is \_\_\_\_\_

My bus monitor is \_\_\_\_\_

During my first week of school the bus monitor will come to my class to meet me and walk with me to the bus. They will help me to learn peoples names, where to go and where to sit on the bus. My bus monitor will also make sure the driver knows where to stop for me to hop off the bus and go home.

I will get to sit at the front of the bus for my first week

## Bus behaviour expectations

Students who travel on a bus may continue to do so while they behave in a reasonable and safe manner. The following behaviour is expected of students using buses to help make sure the bus is a safe place for everyone:

1. Children must sit down straight away and remain in their seats for the whole journey.
2. Do not eat or drink in the bus.
3. Do not throw objects inside or out of the bus.
4. Children are to use socially acceptable language when talking to the driver and / or other students, and speak quietly so they do not distract the bus driver.
5. Children are to respect the bus operator's property at all times (e.g. refrain from standing on seats or vandalizing the bus in any way).
6. Children are not to harass, bully, or abuse other passengers or the driver in any way, whether verbal or physical.
7. Children are to respect others' property and do not interfere with it in any way.
8. Children are to listen to and follow the requirements and instructions of the bus driver and the teacher/s on duty at all times.
9. Children are not to engage in any behaviour that could put other passengers, the driver, or themselves at risk.

Process for dealing with behaviour incidents is as follows;

**Stage 1:** Generally the bus driver will deal with minor behavior issues.

**Stage 2:** Repeated minor offences, serious misbehavior or unsafe behavior will be reported by the driver to the bus controller and/or deputy principal for appropriate action at school.

**Stage 3:** Parents will be informed of incidents at stage 2 by the bus controller or deputy principal. A daily reporting system (driver to bus controller) will be put in place to assist with behavior.

**Stage 4:** Further incidents of misbehavior may result in a stand down from the bus for a specified time (e.g. 1 week) or removal of bus privileges altogether in extreme cases

## Snow days & early school closures

In the event of a significant snowfall during the school day, generally the procedure will be to keep students at school for parent pick-up rather than sending them on the bus. Family vehicles are often safer in adverse conditions with 4WD and seatbelts for all occupants and bus drivers may not be able to get to their buses. The buses do not have chains and as such this puts the drivers in a dangerous situation should they not be able to complete their run – as parents may not be able to get to the bus nor could the bus passengers get to home or school.

In the event of buses running early because of unusual circumstances the school **MUST** have the consent of parents before sending children home on the bus.

1. If a decision has been made to send the buses home early;
  - a. Bus children's families will be rung – if someone at home and gives consent then children will be able to go home on the bus
  - b. The principal will advise a cut off time for calling bus parents so buses are not held too long for children whose parents are not at home
2. Children will be unable to make contact with parents by calling from school, regardless of whether this is on a school phone or personal cellphone. Making alternative arrangements that the school is unaware of leads to confusion as to the whereabouts of students and we can spend valuable time looking for kids who aren't here.
3. Children will be safe, comfortable and supervised until such time that parents can meet them or the bus is able to leave – even if this is after 3.00pm.



## **Bus Controllers**

A school's bus controller plays a vital role in the provision of school transport. Bus controllers are the main point of contact within a school for transport for caregivers and are responsible for bus route administration and safety for their school.

The bus Controller for Arrowtown School is Mrs Sally Hoskin. Sally can be found in Room 13. If you wish to discuss any aspect of the buses please arrange a time, either through the office or speaking to Sally at the bus area after school.

Margaret Young (school receptionist) deals with bus inquiries at the school office. Margaret can advise on bus times, gives copies of official forms and collects finished forms.

## **Bus Monitors**

The bus monitor has an important role of assisting students, bus teachers and the driver. The bus monitors selected are;

- Senior students
- Responsible and reliable
- Near the end of the run – so they are on the bus for the full run (as much as possible)
- In agreement to taking on the role of bus monitor

Bus monitors will;

- Have permission from a parent / caregiver
- Be trained in their duties

The bus monitors responsibilities are;

- Attend Police Education officer training on safe bus practices
- To communicate with bus teachers on
  - Bus behaviour
  - New students
- Assist new students as mentioned above in the new student bus orientation section

## FAQs

### 1. How do I get my child registered on the bus?

- Download from the school website the 'School Transport: Application for Assistance' form, complete and return to the school. (the form is found with the enrollment forms and within the A-Z under School Buses)
- Collect the School Transport form from the office with your enrolment pack, complete and return.

### 2. Who will help my child catch the bus in their first week at school?

- The bus monitor of the bus your child is on will come to your child's room just before 3.00pm to show them where to go. The class teacher will monitor this and provide backup should the bus monitor be unavailable.
- The new student bus orientation checklist will also be completed on the first day which will provide additional support for your child.

### 3. What do I do if my child is not travelling on certain days?

- Notify Margaret Young in the office who will advise the bus controller and bus teachers, this will be marked on the bus roll.
- If you wish for your child to stay at school for pick up rather than going home on the bus please advise the office as early as possible in the day.

### 4. What if my child wants to bring a friend home on the bus to play?

- We must have permission (verbally or written) from the other child's parents given to the office or bus controller – without this permission from the friends parents they cannot ride the bus.
- There must be room available on the bus. If it is full, friends will not be able to travel.

### 5. What if I want my child to go on a different bus?

- As in question 4 above, you need to notify the office and there must be room on the bus.

### 6. Can I contact the bus driver on their cell phone?

- Contact is to be made through the school office. We try to restrict this to emergencies as it poses a danger for drivers to be on the phone. Some parents make alternate arrangements to txt drivers if their children are not on in the morning. Please speak to your child's bus driver.

**7. What happens if there is an accident?**

- As soon as the school is aware of any incident they will make immediate contact with parents to advise of the situation and the procedures in place.

**8. How do I know what time the bus comes in the morning or after school?**

- Margaret (receptionist) and the bus drivers both have this information. Please make time to speak to either of them.