



BUS TRAVEL POLICY

1. Purpose

This policy aims to ensure the safe travel of students and that College facilitated services are provided in a way that benefits the Calvary Christian College community.

2. Bus routes and alterations

The bus service will run to a pre-set bus route, with set directions, times and seating capacities with multiple Transit Points (TPs) in each suburb.

The College's Principal and CEO (or delegate) will retain responsibility for the approval of the establishment or permanent alteration of a route.

When planning new routes or making changes, the Principal or delegate must, at a minimum, consider:

- The cost of each service and the merits of operating it having regard to the return on investment to the College community;
- The suitability of roads for the type of vehicle used. No small suburban roads, private roads or driveways are to be used;
- Effect of the timetable on travellers, including existing travellers, when making alterations;
- How often travellers use the service. Travellers who use the service on a full-time, ongoing basis will be prioritised;
- Safety and duty of care considerations including the suitability of pick up and set down points, geographical conditions, road conditions, and any other factor that increase risk; and
- Whether public buses service the area.

The Principal, or delegate may authorise route alterations in emergencies. At a minimum, the alterations must be communicated to the College and parents as soon as practicably possible after the decision is made.

Changes, or the establishment of new routes, should be accompanied by a risk assessment addressing how the operator will operate a safe service. Any decision to withdraw a service should, having regard to economic realities, be timed to minimise disruption to families.

3. Bus timetables

The preparation of the bus timetable is the responsibility of the Business Manager. Current timetables must be published on the College's website.

The following rules apply to the operation of the timetable:

- Junior school students using the bus service must have an adult, or sibling in Middle and Senior School or older, with them at pick-up and set-down times. If an adult or older sibling is not present, the student will continue on the bus run and return to the College at the cost of the parent.
- Students and parents are to arrive at the pick-up point. Parents, when the child is in Junior School, are to arrive 5 minutes before the scheduled set-down time.



- Buses must arrive at least 10 minutes before the scheduled school start time and not leave less than 10 minutes after the College's finishing time.
- Buses will not leave a pick-up or set-down point before the allocated time.
- Buses will have an electronic system to track when a passenger enters and exits the bus.
- Buses will have a system to track the location of each bus service.
- Students must not be set down at a stop other than their allocated stop without specific, written approval from a parent or guardian.
- College staff must not travel on a bus service without the written consent of the Principal. If a staff member is approved to travel, the staff member must make the appropriate payment to use the service.

4. Student behaviour

- The College will apply the Queensland Government's *Code of Conduct for School Students Travelling on Buses and the College's Responsible Behaviour Plan*.
- Whilst recognising the Bus Operator's responsibility to provide a safe work environment for drivers and a safe service to students, disciplinary outcomes for student misconduct will be at the discretion of the Principal.

5. Responsibilities

Student responsibilities:

- Abide by the *Code of Conduct for School Students Travelling on Buses*, including:
 - Treating the driver and other students with courtesy and respect.
 - Not eating or drinking on the bus (except for water)
 - Arriving on time at the Transit Points.
 - Remaining seated and wearing seatbelts at all times.
 - Use their student card to tap on and off the service.
- If the student has no card with them, the student should be allowed to board, name noted and reported to the College.

Parent/guardians responsibilities:

- Make arrangements for the safe, on-time arrival and collection of children, including having a responsible person (i.e. a mature sibling in Middle and Senior School or a nominated adult) accompany a Junior School student when they are at Transit Points.
- Encourage and promote safe, respectful and courteous patronage of the bus service with their children.
- Ensure student cards are maintained with a credit balance.
- Promptly advise the College about any concerns or incidents that occur.



Bus Operator (and driver) responsibilities:

- Treat students, parents/carers and College staff members with courtesy and respect. This includes the principle of procedural fairness when dealing with inappropriate behaviour.
- Liaise with the College to ensure drivers can adequately facilitate safe travel.
- Ensure the safety and behaviour of students while they are entering, travelling in, and alighting from the bus, and report continued or serious misbehaviour to the College.
- Observe all legislative requirements that apply to the operation of a bus service, including that the operator has a risk management framework in place, all drivers are appropriately licensed, trained and have a Working with Children Blue Card.
- Use discretion to resolve an emergency, but on no account leave children unsupervised or in an unsafe situation.
- Not transport any other persons other than approved students/passengers.
- Adhere strictly to the timetable and support the College's system to track buses electronically.
- Ensure students check on and off buses or that a student is recorded when not able to present a student card.
- At no cost to the College, promptly provide an alternative bus/service in an emergency or breakdown.
- Promptly report issues, including student breaches of the *Code of Conduct*, a bus breakdown or emergency to the College.

Date Approved	8 October 2024
Implementation Date	8 October 2024
Policy Approved by	Executive Leadership Team (8 October 2024)
Review Cycle	3 years
Policy Review Date	October 2027
Audience	Risk Management
Version Control	2021