ASSUMPTION COLLEGE KILMORE

CODE OF CONDUCT

FOR ALL STUDENTS ACCESSING THE ASSUMPTION COLLEGE BUS SERVICE

Preamble
This service is provided primarily for students attending Assumption College and St. Patrick’s Primary School, Kilmore. Opportunities for travel are offered to Kilmore International School and Kilmore Primary if vacancies exist on buses. The bus system is facilitated and administered by Assumption College as a service to parents. The College has a contract with Seymour Passenger Services Pty. Ltd. to provide the busing service. The Principal of Assumption College is the Officer in Charge of this bus system and this responsibility may be delegated as the need arises.

This Code of Conduct is designed to prescribe the responsibilities of students, drivers, parents, and bus companies in ensuring that buses operate safely.

Responsibilities of Parties Involved in the Assumption College Bus System.

Bus Company (Currently this contract is held by Seymour Passenger Services Pty. Ltd.)
1. To provide safe buses with adequate seating capacity to service the contracted bus routes.
2. To engage appropriately qualified and suitable personnel to drive school buses.
3. To liaise with the Principal of Assumption College on any matters of concern.

Bus Drivers
1. To drive buses in a safe and reliable manner.
2. To drive students to and from their designated pick-up places and respective schools. Drivers will not allow undesignated drop-offs. Drivers will not evict students on route as a form of punishment.
3. To be conscious of the conduct of passengers and the safety of their bus. To report incidents of misconduct to the manager of the bus company, who will refer them to the Principal of Assumption College, in writing.
4. To insist that students board and alight from the bus in the prescribed manner to maximise safety.
5. To ensure that students sit in specified seats for safety, bus care and maintenance purposes.
6. To treat students in a fair, reasonable, consistent and responsible manner.
7. Are not to carry unauthorised persons or goods.
8. To ensure that all passengers are in possession of a valid bus pass issued by the school.

Parents
Parents need to be aware that access to the Assumption College Bus Service is a privilege and not an automatic right and therefore certain responsibilities need to be adhered to as follows:

1. To ensure that their sons/daughters arrive at the designated bus stops at least five minutes before the bus’ scheduled departure time, to avoid delays of a morning.
2. To ensure that their sons/daughters board and alight from the bus in the prescribed safe manner.

Passengers must wait until the bus has fully stopped before leaving the kerb (if applicable) or attempting to board or alight. When boarding, students should form an orderly queue. On leaving the bus, students should wait on the same side of the road until the bus departs and not attempt to cross the road until they have full vision in both directions.
3. To refrain from chasing the bus in the family vehicle. Drivers will only stop at designated stops.
4. Parents cutting off buses to force the bus to stop will be reported by the driver to the principal.
5. If students miss the bus, parents have full responsibility to arrange alternative transportation.
6. When waiting for arriving buses, parents should park on the same side of the road as the bus but not in designated bus bays and keep the designated bus stop clear.
7. Parents should be punctual when collecting students from bus stops so that they are not left unattended.
8. Parents must respond promptly to any correspondence from the College, especially with respect to application to travel with the Assumption College Bus Service when new routes are being devised for new semesters or the start of the following year.

9. Any concerns should be raised with the Bus Co coordinator in the first instance.

**Students**

Students need to be aware that access to the Assumption College Bus Service is a privilege and not an automatic right and therefore certain responsibilities must be adhered to, as follows:

1. To arrive at the bus stop **at least five minutes before** the scheduled departure time to avoid delays.
2. To remain in designated seats for the entire journey.
3. To notify the bus driver in advance if aware of any known absences from school or bus travel.
4. To refrain from loud talking, chanting, calling out, throwing objects or creating any disturbance that would distract the driver from his attention to driving.
5. Refrain from eating or drinking on the bus, unless written medical reason is provided to the College by a qualified practitioner.
6. To refrain from putting any part of their body out of a window, throwing any objects or calling out or making inappropriate comments or gestures from the bus windows.
7. To refrain from putting feet on the seats.
8. Under no circumstances to damage or vandalise the school bus. All damage must be paid for by students/parents and a length of community service will be imposed on the student(s) involved.
9. To refrain from bringing any dangerous substances or objects onto the bus.
10. To place any rubbish in the bins provided.
11. Under no circumstances to harass, intimidate or victimise other bus passengers or the driver.
12. Under no circumstances to become involved in verbal or physical fights on the bus.
13. To refrain from distracting the driver especially whilst the bus is in motion.
14. To act as a positive role model to fellow bus passengers, especially the younger students who are new to the system.

15. **To travel only on the bus for which you have a valid Bus Pass.** Any student who **partakes in the practice of allowing another student to use their Bus Pass will be suspended from the bus service.**

16. **Itinerant passengers or friends of regular passengers, are not permitted to travel on buses.**

17. The driver has the ultimate responsibility for the safe conveyance of passengers and therefore all students must comply with any instructions issued by him/her which relate to safe bus travel.

18. Current Bus Passes must be carried at all times and shown to the driver when getting onto the bus.

19. To wear seatbelts if supplied as per the road laws pertaining to seat belt use.

**Consequences of breaches of the Bus Code of Conduct**

Student misbehaviour on buses can seriously jeopardise the safety of the bus, its passengers and driver, and fellow motorists. Consequences for misbehaviour will therefore be consistently and strictly imposed.

1. In the case of any minor infringements of this Code of Conduct, a single verbal warning will be issued and recorded by the driver.
2. If any further minor misconduct occurs within a term, the driver will notify the bus company in writing, with details of the misconduct. This will be passed on to the Assumption College Principal who will issue an official written warning that a further infringement will incur an **official suspension** from bus travel. In the case of Assumption College students, an official written warning will be accompanied by a Friday afternoon detention. In the case of non-Assumption College students, the official written warning will also be notified to the Principal of the offending student’s school.
3. An immediate **official suspension** from bus travel will occur in the case of serious misconduct such as harassment, fighting, disobeying driver’s instructions, actions which jeopardise safety etc.
4. Where there is continued misconduct and/or where the seriousness of the misconduct warrants, the Principal will issue an official notice advising the student will no longer be permitted to use the bus service.
5. In the case of vandalism, suspensions, payment for damage and community service at the bus company will result.

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