

Rationale

Hazel Glen College bus services (College buses) are provided by both contracted companies and Public Transport Victoria (PTV). The College has an obligation to ensure these services are used in a safe and orderly manner.

Aims

To ensure that students travelling on College bus services do so safely, and in a manner consistent with Department of Education policies, regulations and expectations of Hazel Glen College. To ensure bussing issues are dealt with effectively and efficiently.

Implementation

1. College Responsibilities

- 1.1. The College will designate a staff member as the bus coordinator. They will undertake all responsibilities associated with bus travel by students, including liaison with bus companies.
- 1.2. The College bus coordinator will ensure all students travelling regularly by bus undertake revision of bus safety rules and procedures at the commencement of Terms 1 and 3 each year.
- 1.3. The bus coordinator will supervise the departure of buses from the College at the conclusion of each school day.
- 1.4. Buses will be provided with seatbelts as consistent with Department of Education requirements – see hyperlink below.
- 1.5. In the event of a bus service being affected or delayed, the College will notify parents and where possible provide a revised estimated time of arrival.
- 1.6. In the event of an emergency, Department incident management procedures will be followed.

2. Parent Responsibilities

- 2.1. Parents must ensure all students using the College facilitated PTV services are registered for a HGC bus travel card.
- 2.2. Parents are to decide if their child or children demonstrate required competency to independently travel to and from school on PTV bus services.
- 2.3. Parents may use the PTV Mobile App to track bus services.

3. Student Responsibilities

- 3.1. Students must travel with a valid Myki and HGC bus travel card to use the PTV bus system. These cards must be kept with them at all times and presented to any teachers or bus staff on request.
- 3.2. Students who regularly use scheduled bus services to travel to and from school must comply with the College Code of Behaviour.
- 3.3. Consequences for misbehaviour will be consistent with the College Code of Behaviour, and may lead to suspension from using the bus service.

Related Policies / Documents

Student Code of Conduct

Middle School Diary

Senior School Diary

School Bus Program

<http://www.education.vic.gov.au/Documents/school/principals/management/sbppolicy%202016.pdf>

Transporting Students Policy

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/transporting.aspx>

PTV link (College bus routes)

<https://www.ptv.vic.gov.au/stop/view/51091/>

PTV Mobile Apps

<https://www.ptv.vic.gov.au/getting-around/mobile-apps/>

Evaluation

This policy was created in Term 4 of 2017

This policy will be reviewed as part of the College's annual review cycle