

## STUDENT BUS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact  
9717 7500

### PURPOSE

Bus services provided to and from Hazel Glen College are provided by Dyson Group and Public Transport Victoria (PTV). The College has an obligation to ensure these services are used in a safe and orderly manner.

To ensure that students travel on the 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.

### SCOPE

This Policy addresses how Hazel Glen College aims to ensure bus safety and respond to areas of concern. This Policy applies to all students who use the bus services.

### POLICY

#### College Responsibilities

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.

The bus coordinator will ensure supervision of the departure of buses from the College at the conclusion of each school day.

Where possible 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.

In the event of an emergency, Department incident management procedures will be followed.

#### Parent Responsibilities

Parents are to decide if their child or children demonstrate required competency to independently travel to and from school on PTV bus services.

Parents may use the PTV Mobile App to track bus services.

## **Student Responsibilities**

Students must travel with a valid Myki card to use the PTV bus system.

The card must be kept with them at all times and presented to any staff members or bus staff on request.

Students who regularly use scheduled bus services to travel to and from school must comply with the College Code of Behaviour.

Consequences for misbehaviour will be consistent with the College Code of Behaviour and may lead to suspension from using the bus service.

## **FURTHER INFORMATION AND RESOURCES**

Student Code of Conduct

School Bus Program

Transporting Students Policy

PTV link (Bus routes)

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

PTV Mobile Apps

Please see below for Dyson Bus Group map of bus stops our students can access

## **POLICY REVIEW AND APPROVAL**

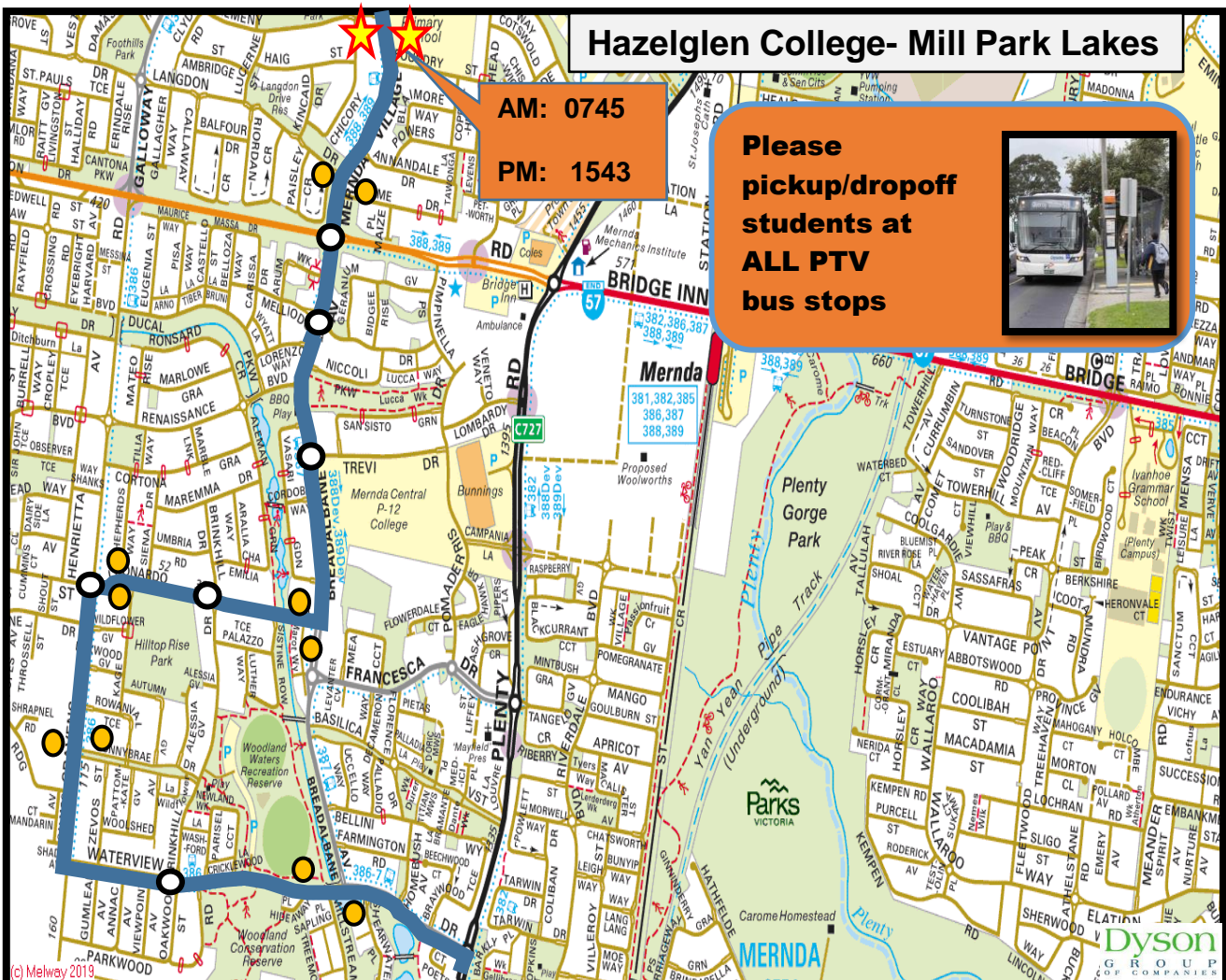
Policy last reviewed	19 <sup>th</sup> June 2023
Approved by	Principal
Next scheduled review date	June 2026

# Hazelglen College- Mill Park Lakes

AM: 0745

PM: 1543

Please  
pickup/dropoff  
students at  
**ALL PTV**  
bus stops

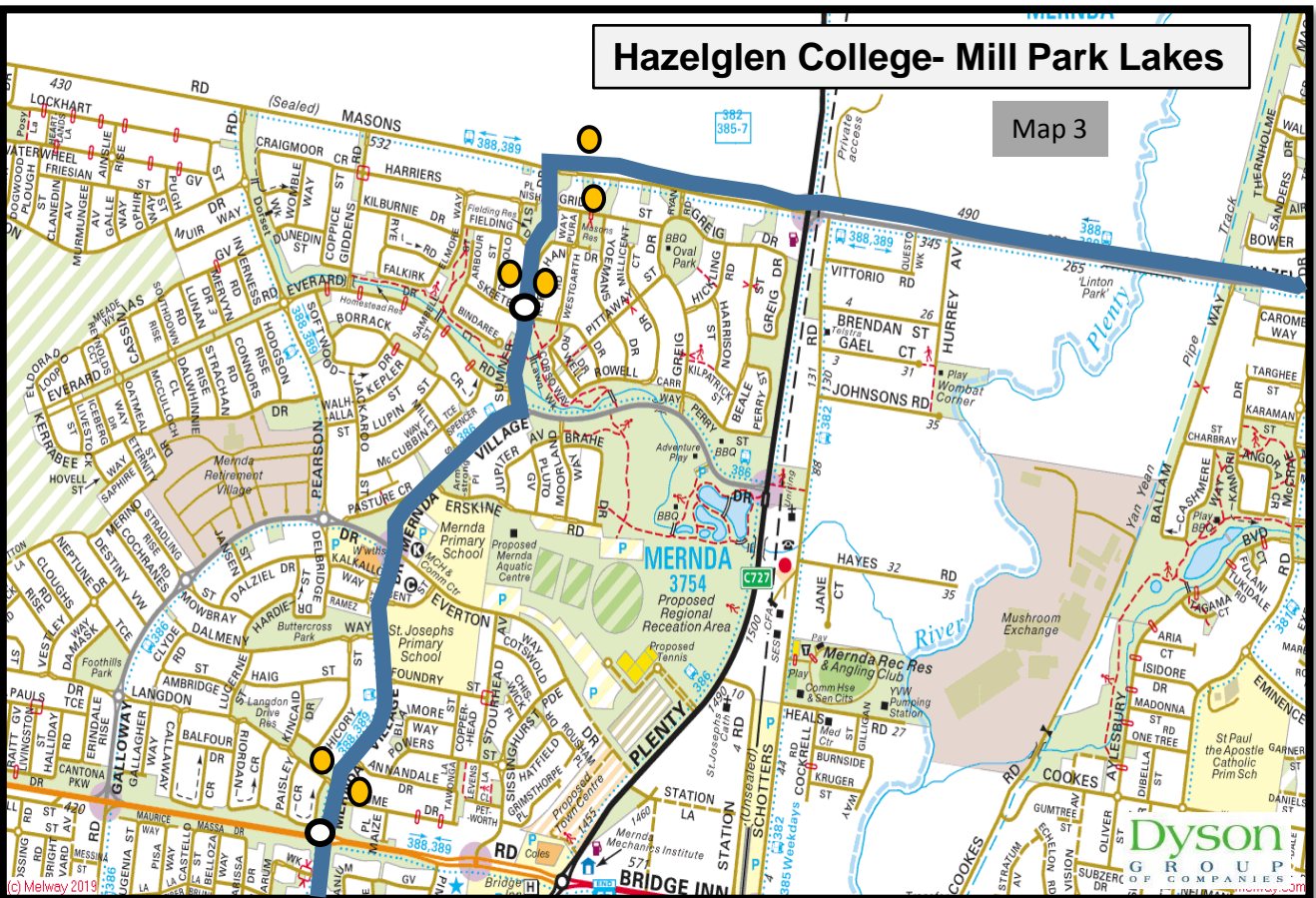


Start AM : 0730  
Finish PM : 1610



# Hazelglen College- Mill Park Lakes

Map 3



Map 4

