



St Mary's School
Waverley
Founded 1888

St Mary's School bus users' policy

The bus users' policy has been put in place to assist the school in providing a safe and efficient bus service for students. These rules are to be obeyed by all bus users. Failure to do so will result in disciplinary action, and if misconduct continues, the student may be suspended from using the St Mary's bus service.

Operational requirements

- Parents who wish to apply for a seat on the St Mary's bus for transport to school (mornings only) must fill out an application and indemnity form
- As seats become available, they will be allocated to the next person on the waiting list. This also applies for additional children of existing families and for people moving house
- Bus drivers will have a list of all St Mary's bus-users and only those, whose names appear on the list, will be allowed on the bus
- Pupils are to be at their particular stop at least five minutes before the scheduled bus time to allow for variation in traffic conditions as well as to ensure the safety of the children

Parental responsibility and pupil safety

Parents are responsible for the safety of their children whilst they wait at the collection points and immediately prior to boarding school transport vehicles each morning.

Bus driver responsibility

The driver's primary job is to operate the bus safely. All pupils are required to respect and obey the driver's instructions at all times. The driver has sole responsibility of all the pupils in the bus during the journey.

Pupil responsibility

Pupils should understand and adhere to the bus rules. Persistent misbehaviour may result in expulsion from the school bus service.

Seat belts

All school transport vehicles are fitted with seat belts. Pupils are required to wear seat belts at all times.

Bus rules

Before the school journey

- Please ensure that you are at the pick-up point before the bus is due to stop
- Wait in an orderly, courteous and calm manner
- Keep away from the curb and well clear of other traffic
- Only board the bus when it is stationary
- Parents are to remain with the pupil until he/she has safely entered the bus

During the school journey

- Treat the drivers with respect and follow their instructions
- Remain seated and always use the seatbelt provided
- Do not distract the driver, except in an emergency
- Do not open the emergency exits unless in an emergency
- Treat other pupils with care and respect and do not bully other pupils
- Do not eat or drink on the bus
- Do not drop any litter
- Do not throw any objects in the bus
- Do not vandalise the vehicle or the property of others. If damage to the bus has been reported, the parents or guardians may have to pay for the damage caused
- If the bus breaks down or is in an accident, you should follow the driver's instructions and stay with the bus until another one arrives
- If you see other pupils behaving inappropriately tell the driver, your teacher or school head

At the end of the journey

- Ensure that you have collected all your belongings from the luggage compartment

Penalty guidelines for infringement of bus rules

First infringement:

A verbal warning by the headmistress of the school and that a written warning will be issued for next offence.

Second infringement:

Written warning by the headmistress of the school and that expulsion from the bus service will follow for next offence. A written warning is valid for a full term after which it falls away.

Third Infringement:

A pupil will be expelled off the bus for a whole term for a third offence.

Students infringing the rules in the code of conduct will also be required to make restitution for any damage caused by the violation of those rules.