
Emmaus Catholic College

Kemps Creek



Bus & Duty Procedures

2016

**November 2015
To be reviewed December 2016**

Bus Bay – Supervision (Staff)

Bus duty will be allocated as follows:

| | | |
|-------------|---------------------------------|--|
| Bus 1 | Whole duty | Microphone – responsible for calling buses |
| Bus 2 | Whole duty | Bus bay |
| Bus 3 | Leave once all first buses gone | Active supervision of students second half buses |
| Roam | 20 minutes (Until 3:15) | Roaming to ensure all students where they need to be. |
| LT | Whole duty | Provide initial support to Bus 3 supervisor and then move into bus bay for second half |
| Bakers Lane | Whole duty | After all students have left Bakers Lane move into bus bay |

General Expectations:

- The teacher whose name appears **FIRST** on the roster will be designated the 'Duty Head' and collect the microphone, walkie-talkie and bus folder from the Administration Coordinator's Office.
- It is the teacher's responsibility to arrange for a colleague to replace them on duty if their absence is not illness or leave related.
- In the case of illness or leave the Administration Coordinator will cover the bus duty.
- Teachers on bus duty are to wear the **reflective vests, carry with them – Merits, plastic bags and their whistle**
- A designated a teacher is assigned to supervise the Student Drop Off area outside the school.
- The Duty Head will inform the Assistant Principal (School) if a teacher has not arrived for their Bus Duty via the walkie-talkie. The Assistant Principal (School) will assist with Bus Duty.

Teachers on supervision will:

- Call the bus number when it arrives over the microphone.
- Mark off the bus on the Yellow bus sheet when it has arrived.

- Line the students up according to Year Groups.
- **CHECK that students have their OWN bus pass before they board the bus.**
- Allow Year 12 and 11 on first and then 10-7. (***Depart from this if the students don't line up properly and let the lines that line up best go first***).
- Welcome and farewell the bus driver and talk to the bus driver about any issues that have been going on the bus. Report to the Duty Head who will record this on the Yellow Bus Information Sheets and **report this to the Assistant Principal**.
- The teacher allocated to Student Drop Off area will **report back** to the Bus bay once the students have departed and ensure that the bus bay is **FREE** of rubbish.

General Expectations Students:

- Students are to NOT be behind E block, TAS block or around the Art Block.
- No student is to board a bus without a teacher supervising.
- All students MUST have a valid bus pass.
- Students MUST be wearing their uniform CORRECTLY – *in Terms 2 and 3 this includes the blazer being worn by the student.*

Bus & Public Transport Travellers (Students)

(i) While traveling on buses or trains, normal College expectations regarding behaviour apply. Students are expected to be considerate of the rights of other travellers, to follow the driver's instructions at all times and to board and alight from their chosen transport only at designated stops (ie: bus stop).

(ii) Because of the numbers and time required, students awaiting to board or leaving buses must accept the directions of the teacher on duty.

(iii) The Department of Transport sets specific guidelines in relation to eligibility to travel, and behaviour on buses and trains. Behaviours that are a nuisance, offensive, destructive and/or dangerous to a member of the Emmaus community and/or the

general public will be treated very seriously and may result in a consequence that could include permanent removal of their travel privilege and/or police prosecution.

(iv) Students **MUST** show their bus pass when boarding the bus. It is an offense to use another person's bus pass.

(v) If a student has lost or misplaced a bus pass they are required to obtain a application for a new bus pass from Student Services.

(vi) Emmaus Catholic College supports Busways' right to uphold their regulations.

All Students conduct is subject to the Guidelines for Managing School Student Behaviour on Buses July 2010 and governed by the Ministry of Transport NSW

Emmaus Catholic College – Code of Behaviour (Bus travel)

Students will:

- Behave safely at all times.
- Respect the needs and comfort of other passengers.
- Respect bus property by not marking or damaging any part of the bus
- Follow all instructions about safety on the bus.
- Show their bus pass to the driver on boarding and when requested.

Students will not:

- Distract the driver except in an emergency.
- Smoke, eat or drink on the bus.
- Allow any part of their body to protrude from the bus.
- Fight, spit, use offensive language or place their feet on the seats.
- Throw any article inside, or out of, the bus.
- Alter, deface, misuse or fraudulently obtain a bus pass.
- Give, lend or transfer their bus pass to another person.

Trinity Students travelling on the bus with Emmaus Students

- Emmaus students will **NOT** engage in any bullying behaviour with a Trinity student
- Emmaus students will **NOT** fight, spit, use offensive language or touch a Trinity student.

- Any misbehavior by a Trinity student is to be reported to the Assistant Principal (School) who will in turn notify the Principal of Trinity Primary School.

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