Student Bus Travel Expectations Policy

Rationale

As a Catholic school in the Salesian tradition, Xavier College is called to be a home that welcomes which extends to the environment on transport services. This policy outlines expectations designed to ensure that all passengers travel to and from school safely, in comfort and without the fear of harassment. All students who access a bus service are required to demonstrate the College values of Respect, Understanding, Affection, and Humour at all times.

Scope

This policy applies to all Xavier College students who access any College supported bus service when travelling to and from school. The policy relies on the cooperation and mutual support of students, families and bus drivers.

Policy Statement

Students share responsibility for keeping themselves and others safe while travelling, supporting a calm environment, and caring for the bus and the property of others.

Bus drivers must be able to concentrate fully at all times. They hold responsibility for the safety of all passengers as students enter, travel and exit the bus. Every driver has the right to expect cooperation and appropriate behaviour from all Xavier College students. Any behaviour that distracts the driver creates a significant safety risk for passengers, the driver and other road users.

To ensure safe and equitable access to bus services, the College requires all students to have a confirmed booking and payment recorded before boarding any chartered bus service. Boarding without a booking places the service at risk of exceeding capacity and disadvantages students who have paid for their seat. If a student attempts to board without a booking, the College has the authority to prevent them from boarding.

It is an expectation that parents/guardians/carers of students in Reception to Year 6 are to stay with their child until they board and/or disembark from any Xavier College bus.

Responsibilities

Students will:

- purchase term passes prior to the commencement of each term;
- purchase casual passes at least one day prior to the trip;
- ensure they have a valid booking before attempting to board the bus;
- wait at least one metre from the curb or designated bus park area before boarding;
- remain stationary until a bus completely stops before entering or exiting;
- Tap their BusMinder card when boarding and exiting the chartered bus service;
- be courteous and polite to all passengers, staff members and the bus driver;
- remain seated at all times and be seated appropriately;
- wear a seatbelt at all times if seatbelts are fitted on a bus;
- keep their feet on the floor;
- keep the noise level to a minimum and refrain from shouting inside the bus or out of the windows;
- not eat on the bus unless permitted to by the driver;
- keep the bus free from litter;
- use appropriate language;
- follow the bus driver's requests and directions;
- not engage in any behaviour that could result in damage to the bus or any person's property;
- not throw any items out of the bus or at the bus;
- follow the normal school policies whilst travelling on the bus, particularly the College's bullying and harassment policy.

Parents/Guardians will:

- support the College's policies and procedures with regards to bus travel;
- ensure all bookings and payments are made before their child travels;
- ensure their child carries and uses their BusMinder card;
- be available for communication from a College staff member should breaches of the Student Bus Travel Expectations Policy occur.

School Leaders will:

- make enquiries regarding reports from any community member regarding a breach of the Student Bus Travel Expectations;
- communicate relevant information to parents/guardians and provide avenues for discussion;
- communicate relevant information to administration staff where necessary;
- where appropriate, report matters of serious breaches to the Head of Campus;
- where appropriate, report matters of serious breaches to the police;
- in consultation with members of the College Executive Leadership Team determine outcomes for breaches of the Student Bus Travel Expectations Policy including, but not limited to, exclusion from travelling on a particular bus for a period of time, lunchtime and/or after school referrals, parent contact including by telephone and written letter, requiring financial reimbursement for any damage/loss to equipment of a bus, internal and/or external reflection days, and formal suspension and/or expulsion.

The College Executive Leadership Team will:

- implement and review the Student Bus Travel Expectations Policy;
- monitor student behaviour on the College's bus services;
- where appropriate, report matters of serious breaches to the College Principal;
- where appropriate, report matters of serious breaches to the police;
- in consultation with School Leaders determine outcomes for breaches of the Student Bus Travel Expectations Policy including, but not limited to, exclusion from travelling on a particular bus for a period of time, lunchtime and/or after school referrals, parent contact including by telephone and written letter, requiring financial reimbursement for any damage/loss to equipment of a bus, internal and/or external reflection days, and formal suspension and/or expulsion.

Related Documents and References

- Xavier College Bullying and Harassment Policy;
- Xavier College Care of College and Personal Property Policy;
- Xavier College Parent Handbook;
- Xavier College Student Handbook.

Revision Record

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