



## **Bayside Special Developmental Memorandum of Understanding - Special Developmental School Bus Service**

### **Guiding Principles**

Staff from School and Service Provider/s will work harmoniously together to ensure the safe passage of students to and from school.

### **Roles:**

#### **The school will:**

- Appoint a bus coordinator to act as the contact person for communication between the bus company and the school;
- Provide the mobile telephone number for the bus coordinator and the mobile phone number for one other responsible person (ie the Principal) in addition to the school landline telephone number.
- On consent from the parent/caregiver, provide student details as required, including information about medical conditions (i.e. epilepsy) and special requirements (Wheel Chair access etc) to service provider. This should include details of approved adults to whom the student should be released at the agreed drop off;
- Update passenger details regularly;
- Provide the bus company and parents with a copy of the Code of Conduct including emergency procedures;
- Ensure an appropriate staff member is there to supervise the loading and unloading of students at the agreed time(s) whilst on school grounds;
- Provide a written request of any changes to the timetable or route within a reasonable timeframe;
- Ensure that parents are aware of their roles and responsibilities in respect to drop off and pick up and the procedures to be followed if they are not there to meet their child;
- Ensure that reported incidents of misbehaviour are dealt with in an appropriate manner and the bus company informed where appropriate; and
- Provide appropriate supervision when loading and unloading students at the school.

#### **The bus company will:**

- Ensure safe passage of all travellers;
- Provide an appropriately trained supervisor;
- Ensure an appropriate vehicle is used at all times;
- Ensure all daily checks and maintenance schedules are adhered to for all school runs.

- Adhere with the agreed timetable and designated route in accordance with best practice;
- Confirm a revised timetable and route in writing within 7 working days of the receipt of the school's request;
- Advise the school if the bus is running late for any reason;
- Take instruction only from the school in relation to route/timetable changes; and
- Provide written advice of inappropriate behaviour by students while travelling.

## **Responsibilities Guidelines**

### **Parents**

In order for students to access transport services, home and emergency contact numbers and any information regarding special requirements must be provided. Permission must also be given for this information to be forwarded to the bus company management if appropriate.

It is also required that the parent or a responsible adult is at the student's designated stop in the afternoon. If this does not occur, the bus will continue its journey and the service provider will notify the school immediately to arrange an alternative stop.

Parents/caregivers will:

- accompany a student to the bus pick up each morning and meet the student in the afternoon unless other arrangements have been negotiated with the school;
- meet their children at the times as advised by the bus timetable;
- notify the school if there is a change in the person meeting the student or if the student will be absent for any period of time; and
- Complete and return a bus permission slip to the school to request a change to the student's travel arrangements.

### **Students**

- Students will sit in the seat to which they are directed by the bus supervisor.
- Students will move to a different seat, if for reasons of safety the bus supervisor requests them to do so.
- Students will keep their hands, feet and objects to themselves.

### **Driver**

It is a requirement that the bus driver remain seated behind the wheel at all times whilst the bus is running. If students require assistance, the driver must ensure the vehicle has the ignition turned off, is stationary and safely parked.

The driver will:

- drive the bus in a safe and professional manner over the designated route;
- wait no more than 3 minutes from the designated pick up and drop off time in order to maintain the timetable;
- arrive at the school at the designated times (8.55am and 2.45pm) in accordance with best practice;

- observe one way signs in the school driveway; and
- Ensure students disembark at the approved stops.

### Supervisor

It is the role of the supervisor to ensure the safety and wellbeing of students whilst travelling.

The supervisor will:

- check the school roll for any changes to student routines;
- direct any queries from parents to the school bus coordinator;
- carry some form of communication tool, which is turned on, to enable contact with the school and bus company;
- ensure that all passengers are seated and wearing seatbelts before the bus departs any stop;
- will not leave students unattended on bus; and
- Manage and assist (where appropriate) the loading and unloading of students.

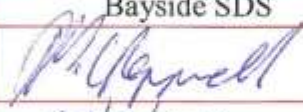
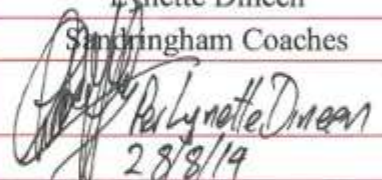
### Specific actions agreed in the following events

Event	Action to be taken
Student does not present to the bus stop at the required time in the morning	<p>Bus driver will wait for a maximum of 3 minutes, past the designated pick up time, and continue on the authorised route.</p> <p>Supervisor will advise school staff on arrival at the school that the student did not present for pick-up</p>
The school has not given permission for the student to be dropped off without being met and a responsible adult does not meet the bus at the required drop off time	<p>Bus driver will contact the bus service depot to call the school or call the school directly. The school will make every effort to contact the parent/guardian/caregiver. On advisement the bus driver will continue on the authorised route.</p> <p>The school will then make every effort to contact the parent/guardian/caregiver and have them meet the bus on the route to pick-up their child.</p> <p>If the parent/guardian/caregiver cannot be contacted then the student will be returned to school.</p> <p>Repeated infractions may see the student removed from the bus service.</p>
Student behaviour is unacceptable	<p>The school, working with the bus company have the right to exclude a student from bus travel where that student is deemed to pose a threat to the safety of the driver, the supervisor or other students.</p> <p>Unacceptable behaviour will be managed in the following way:</p> <ul style="list-style-type: none"> <li>▪ The supervisor will report in writing the offending student and incident using the designated proforma to the Principal or their delegate at the first opportunity.</li> <li>▪ The parents and if appropriate the student will be spoken to and consequences applied. (The severity of the consequence will relate to the seriousness of the</li> </ul>

	<p>behaviour.)</p> <ul style="list-style-type: none"> <li>▪ Parents will be notified by the school if their child is at risk of being suspended from the bus.</li> <li>▪ If the behaviour doesn't improve, the student will be suspended from bus travel for a period until adequate arrangements are in place for that student to travel safely.</li> <li>▪ The decision to remove a student from the bus may be made by the school administration in consultation with the bus company management.</li> <li>▪ If a student is suspended from bus travel, he or she may be excluded indefinitely if it cannot be demonstrated that they can travel safely.</li> <li>▪ It may be necessary to fast track straight to the final consequence if the behaviour is sufficiently serious to warrant such drastic measures.</li> </ul> <p>Open communication and a shared commitment between the school, the bus company and the parents of the student will ensure that every effort is made to address the issue/s before the student must be removed from the transport service.</p> <p><i>** In the face of immediate and significant risk to bus staff and other students the bus driver or supervisor may require that a student leave the bus enroute. In the event that this occurs the bus service provider will advise the school as soon as practicably possible and await further instructions. This service may be delayed as every effort will be made to ensure that student removed from the bus is safe.</i></p>
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**Review**

This memorandum of understanding will take effect from 01 / 07 / 2014 and will be reviewed on 01/07/2017 or as required.

Principal	Michael Pepprell	BUS contact	Lynette Dineen
School	Bayside SDS	Service provider	Sandringham Coaches
Signature		Signature	
Date	27/8/2014	Date	28/8/14