BUS POLICY

KINDERGARTENS
WEST WIMMERA SHIRE COUNCIL

PURPOSE

To provide clear guidelines for parents/guardians and educators in relation to their responsibilities in ensuring the safe arrival and departure of all children being transported to Kindergarten services by school bus.

POLICY STATEMENT

VALUES

West Wimmera Shire Kindergartens are committed to responsible implementation of bus policy and procedures to ensure safety of all kindergarten bus children travelling to the service by school bus.

SCOPE

This *Bus Policy* is displayed in the bus folder for educators and parents; a copy of the *Bus List* is kept in the bus folder to be easily accessible for all permanent and relief educators.

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, parents/guardians, volunteers, students, bus staff and associated schools in regards to Kindergarten children travelling on school buses.

Note: Only rural Kindergarten children may have access to the school bus service

PROCEDURES

- A copy of this policy is to be given to each coordinating school representative, bus company representative and WWSC representative
- Families are to contact the coordinating school to obtain permission to travel by bus, and organise their child's bus travel
    - As per the *DET School Bus Program Policy and Procedures* that the coordinating school and bus drivers must follow
    - Children travelling by bus MUST be a minimum of 4 years of age
    - *DET Form 1: Application for Permission to Travel – Eligible Students* will be required to be completed by parent/guardian
    - The *DET Form 6: Written Undertakings for Pre-School Students* form must be completed and signed by parent/guardian and kindergarten teacher
- Every parent/guardian with a child utilising a school bus to a service is to complete and sign the *WWSC Form for Bus Traveller Authorisation*
- A copy of the child's *Form for Bus Traveller Authorisation* is kept in their enrolment file and in the bus folder and a copy sent to the coordinating school
- A copy of the child's *Risk Management Plan for Individual Bus Travellers* is to be completed by the parents/guardians in collaboration with the kindergarten teacher. A copy is to be kept in the child's enrolment file, bus folder and a copy sent to the coordinating school
- Each kindergarten service then completes a *Bus List* with names of all children utilising school buses to the service and the days that they will be travelling on the bus
- The bus drivers list is to be carried with him at all times whilst transporting children to kindergarten services. The bus driver ticks this list when children board/exit the bus
- Educators ensure that the *Bus List* is kept up to date each day and any daily changes notified by parents are recorded immediately on the daily bus list
- Any changes from parents to their child's travel must be communicated to the educators via the kindergarten phone. Changes will only be accepted under the discretion of the responsible person in charge.

- All kindergarten children are to be seated at the front of the bus.
- Children are to wear seat belts (if available) at all times.
- The kindergarten teacher will ensure there is an educator waiting for the school bus to arrive at scheduled arrival time
    - **If the bus arrives more than 10 minutes late the educator will go back inside the service and contact the coordinating school to enquire as to the whereabouts of the bus**
- The educator will stand at the bus door as children exit or board the bus and mark them off the *Bus List* to ensure all children have arrived and boarded safely
- If a child on the *Bus List* has not exited the bus the educator will communicate with the bus driver and check the *Bus List* carried by the driver to ensure they were not put on the bus that day
    - If any children **ticked** on the *Bus List* have not exited the bus the educator will ask the bus driver to walk the length of the bus to determine the whereabouts of any children ticked on and unaccounted for
    - **If a child who was ticked onto the bus is unaccounted for the bus driver will call the school bus coordinator and follow emergency procedures**
    - **Educators will walk into kindergarten with any other bus children**
    - **They will then notify other educators at the kindergarten, parents and Manager community support and wellbeing of the situation immediately**
    - **The educator will then work with the bus driver and coordinating school to determine whereabouts of unaccounted for child including calling 000 to notify police**
    - **Parents will be updated immediately upon verification of whereabouts**
    - Educators will complete all relevant reports required and notify DET within 24 hours
- Educator will sign the *Bus List* to acknowledge that children have been collected from or delivered onto the bus.
- Educators accompany and supervise children to ensure a safe walk in and out of the service and then sign in/out all children collected off/delivered onto the bus onto the daily attendance list
    - For children who were listed on the *Bus List* but weren't present or ticked onto bus, educators will **immediately** contact parents/guardian to confirm that their child will be absent once back inside the kindergarten
    - If it is confirmed that the child will be absent by parents/guardian the educator will mark them accordingly on the attendance sheet and *Bus List*
    - If both parent/guardians are un-contactable a phone message will be left and another call made 15 minutes later, if both parent/guardians are still unavailable another message will be left. Only two attempts will be made to contact the family (unless alternate arrangements are specified in individual bus travellers risk management plans).

RESPONSIBILITIES

Approved Provider will be responsible for:

- ensuring the service complies with requirements of all kindergarten bus travellers
- ensuring policy and procedures are reviewed periodically by educators and families
- monitor the implementation, compliance, complaints and incidents in relation to this policy

Nominated Supervisor will be responsible for:

- reading the policy and understand bus procedures specific to the service
- establishing specific bus procedures relevant for their service and communicating to educators and families and reviewed annually
- ensuring documentation for each child travelling on the bus is completed and positioned in the correct area. Copies must be kept in children's enrolment files
- daily implementation of the bus procedures and policy
- compliance with associated policy and procedure
- managing any incidents or complaints relating to this policy

Certified supervisors and other educators will be responsible for:

- reading the policy and understand bus procedures specific to the service
- daily implementation of the bus procedures
- compliance with associated policy and procedure

Parents/Guardians will be responsible for:

- reading the policy and understand bus procedures specific to the service
- accurately completing and signing relevant bus traveller documents for their child
- compliance with associated policy and procedure
- Parents/guardians are responsible for transporting their children to and from designated bus stops and for their safety at the bus stop while waiting for the bus. The parent/guardian understands if they are not present to collect their child the bus driver will contact the police and the child will stay on the bus until the child is collected.

Volunteers and students, while at the service, are responsible for following this policy and its procedures

ASSOCIATED DOCUMENTS

- Individual Kindergarten Bus Lists
- Risk Management Plan for Individual Bus Travellers
- Procedure for Absent Bus Travellers
- Form for Bus Traveller Authorisation
- Delivery and Collection of Children Policy
- DET Form 1: Application for Permission to Travel – Eligible Students, available at https://www.education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx?Redirect=1
- DET Form 6: Written Undertakings for Pre-School Students, available at https://www.education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx?Redirect=1
- *DET School Bus Program Policy and Procedures*

https://www.education.vic.gov.au/Documents/school/principals/management/sbppolicy%202016.pdf

EVALUATION

In order to assess whether the values and purposes of the policy and procedures have been achieved, the Approved Provider of West Wimmera Shire Kindergarten Cluster will:

- regularly seek feedback from everyone affected by this policy regarding its effectiveness
- keep policy up to date with any changes and best practice

- revise the policy and procedures as part of the clusters review cycle
- notify parents/guardians at least 14 days before making any changes to this policy and its procedures

AUTHORISATION

The Approved Provider of the West Wimmera Shire Kindergartens adopted this document on 22/04/2018.

REVISION	DATE APPROVED	AUTHOR	SIGNATURE	DATE OF NEXT REVISION
1	1/08/18	C. Hurley		1/08/20
2	12/08/2019	Tracey Bone		12/08/2020
3	05/08/2020	Tracey Bone		05/08/2022
4	30/10/2020	Tracey Bone		30/10/2022