



## CODE OF BEHAVIOUR FOR PASSENGERS AND DRIVERS

**Drafted & Implemented:** Mar 2018

**Authorised Update:** Jan 2023

**Date to be Reviewed:** Jan 2025

### PURPOSE

To ensure the safe travel of students utilizing regular passenger transport services to and from school, and to ensure appropriate behaviour by both students and drivers is maintained to a standard acceptable to the School.

### IMPLEMENTATION

#### BUS DRIVERS

Bus drivers are responsible for the general operation of buses, including:

- driving in a safe manner and taking reasonable care for the safety of all passengers.
- behaving with civility and propriety towards all passengers and communicating in a professional and courteous manner at all times.
- ensuring the safety and comfort of all passengers, including students.
- not causing or allowing any injury, loss or damage to persons or property to occur.
- administering the rules applying to bus travel consistently and impartially.
- contacting the Principal for clarification of correct procedures if there is any uncertainty in relation to student misbehaviour.

Where a student breaches the Code of Conduct the bus driver will:

- advise the student that their behaviour was inappropriate and of the consequences of the offence.
- advise the student that their behaviour will be investigated by the Principal.
- record the incident (using an Incident Report Form).
- report breaches of the Code of Conduct to the Principal.
- report to the Principal when repeated attempts by the driver to control misbehaviour have been unsuccessful.

When an incident of misbehaviour is considered life threatening, the bus driver will stop the bus and contact police on 000 and/or the Principal and await instructions. Students should be advised to stay in the bus until assistance has arrived.

## STUDENTS

When travelling between home and school, students must adhere to various regulations regarding passenger behaviour and the codes of conduct for travel by bus. It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes the list of behaviours mentioned in the schools' Bus Code of Behaviour Agreement.

Students may exhibit **unacceptable behaviour** on buses, such as:

- using offensive or racist language
- disobeying reasonable directions from the driver
- smoking or vaping
- spitting
- damaging property
- eating and drinking on the bus
- distracting the driver with persistent noise
- minor bullying, intimidation and harassment of other passengers
- pressing the stop button continually
- window etching

### **Consequences of Inappropriate Behaviour**

If a student misbehaves on a bus, the Principal will contact the parents.

Depending on the gravity of the offence, students may be refused travel on the bus for a period of time determined by the Principal.

Heavier penalties may apply to students involved in group misbehaviour. A group of school students behaving unacceptably may risk higher penalties if their conduct puts the safety of other passengers or the driver at risk.

The Principal will notify the parents or carers before a student's school bus travel privileges are withdrawn.

Students may exhibit **dangerous behaviour** on buses, such as the following serious offences:

- serious bullying and harassment of other passengers.
- allowing any part of their body to protrude from the bus while the bus is in motion.
- stopping others from disembarking at their stop.
- verbally threatening the driver.
- standing on steps or in areas not set aside for standing and refusing to sit down.
- pushing and shoving when boarding or exiting the bus.
- swinging on bus handrails.
- throwing things inside or out of the bus.
- fighting with other passengers.
- causing significant damage to property in buses.
- using matches/lighters.
- carrying dangerous items.
- group misbehaviour.

Students may exhibit **highly dangerous or life threatening behaviour** on buses, such as the following major offences:

- interfering with safety equipment
- interfering with the driving controls or the emergency door release
- recklessly or negligently endangering the safety of other passengers or themselves.
- pushing students out of the doors or windows
- assaulting the driver or other passengers
- destroying bus property

Such behaviour may lead to loss of school travel privileges. The police will be called to deal with highly dangerous behaviour.

## **REFERENCE**

Bus - Code of Behaviour Agreement  
Code of Conduct – Staff and Volunteers  
Code of Conduct – Students



## **BUS - CODE OF BEHAVIOUR CONTRACT**

### **SCHOOL PRINCIPAL**

School buses are amongst the safest ways of travelling to and from school. Good habits and practice help to keep them safe for everyone. Bus services benefit the entire school community and it is important that we recognize the value of the service and what we can all do to have them operate safely effectively and fairly for all.

As the school Principal, I support the rights of all students and drivers to feel safe on their journeys to and from school. I support the efforts of all parties: bus drivers, staff, parents and students, to ensure the safe use of transport services and I endorse the Code of Behaviour outlined in this document and believe that it is consistent with and compliments our Code of Behaviour for the school.

PRINCIPALS' SIGNATURE

### **BUS DRIVER**

As the driver, I understand that it is important that I retain the confidence and support of the school community while delivering student transport services. **I agree to:**

- Respect all passengers and their property
- Operate the bus in a safe and appropriate manner at all times
- Behave and communicate in a professional and courteous manner towards all
- Administer the rules governing travel on my bus fairly, consistently and impartially

BUS DRIVER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### **STUDENT**

As the student, travelling on the school bus **I agree to:**

- Board and leave the bus in an orderly manner
- Occupy a particular seat if directed by the driver
- Wear a seat belt at all times while travelling on the bus
- Respect the bus and the property of others, by not marking or damaging
- Accept that the driver is in charge and obey his or her instructions
- Place my bag under the seat or in the storage area, keeping the aisle clear
- Behave safely at all times and remain seated until bus has stopped
- Wait until bus has moved off before attempting to cross the road

As the student, travelling on the school bus **I agree NOT to:**

- Physically or verbally harass other passengers or the driver
- Create unnecessary noise
- Move about while the bus is in motion
- Extend or throw anything out of the bus
- Damage or destroy any part of the bus
- Eat or drink while on the bus, unless permitted to do so
- Distract the driver
- Carry illegal, oversized or dangerous objects
- Obstruct the aisle, door or emergency exits
- Stand on or put feet on the seats
- Cross the road in front of the bus

**STUDENT NAMES**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**PARENTS/CARERS**

As the parent/carer of a child/children travelling on school transport, I agree to

- Deliver and collect children on the same side of road as bus stops
- Support the school in encouraging safe behavior on and around buses

I understand and agree to the rules and conditions noted above. I also understand that failure to comply may result in my child/children being suspended from travelling on the bus. If my child/children are suspended, I will be responsible for transporting them to and from school at my own cost. My child/children also understand and agree to these rules and conditions.

PARENT/CARER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_