



## Edenhope College

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# EDENHOPE COLLEGE SCHOOL BUS POLICY

## Rationale

Edenhope College is the coordinating school for all bus routes associated with the Edenhope schools. Edenhope College follows the *School Bus Program, Policies and Procedures, August 2023* as instructed by the Department of Education, Victoria and Public Transport Victoria.

## Aims

The objective of the school bus system is to provide transport for as many students as possible, as economically as practicable within the limits of the Regulations for the specific purpose of enabling students in country areas to attend the appropriate school.

## IMPLEMENTATION:

### Eligibility and Application to travel

To access a school bus at no cost, students must reside 4.8 kms or more from the school and that they are attending the school closest to them. Students are eligible for assistance if they are aged between 5 and 18 years of age at the time of their application. Pre-school students who have turned 4 years of age may be permitted to travel at no cost provided written confirmation is received by the Principal of the Coordinating School that the child is able to travel independently on the bus. Each student must apply for permission to travel on a school bus. Application forms are available from Edenhope College's General office. Students must meet the eligibility criteria as specified by DET Student Transport Unit and PTV. Exemptions are specified in the DET/PTV policies.

### Regular passengers who elect NOT to travel on a return journey

Parents/Carers of Primary School students must let the Coordinating School know that they will not be travelling on the bus for any given date via a written note or phone call to the Front Office.

### Day Bus Permits

Day bus passes may also be obtained if parents supply a written note requesting temporary bus travel. An explanation for the reason for travel must be stated. Bus day permits can be obtained from the General Office. Bus Day permits can only be used when there is sufficient passenger space and no regular passenger will be inconvenienced. Day Bus Permits are recorded in a register at the Front Office. **Students must have attended school or a school-approved activity to access the Day Pass on the day they require it.**

### **Bus Routes**

Bus proprietors will be supplied with an accurate and up to date bus roll detailing stops/pick-up time locations. Any alteration to a bus route must be made via application to the Student Transport Unit and Public Transport Victoria and in accordance with their policies.

### **Bus Captains**

Bus Captains will be selected by the Bus Coordinator in conjunction with the Leadership Team and Bus Operators. Bus Captains must be senior students who demonstrate a high degree of safe, respectful and sensible behaviour and can be trusted to properly monitor the student behaviour on the bus and report any issues to the Bus Coordinator or the Principal. Bus Captains will be provided with an induction by the Bus Coordinator. Bus Captains will be advised of the policy in regards to kindergarten children being seated at the front of the bus to assist the bus driver implement the policy.

### **Arrangements for Kindergarten Students**

Kindergarten students may travel on the bus provided they meet the criteria. Bus Operators and Drivers have been informed to drop Kindergarten students off at the Kindergarten FIRST, then make their way to the College. When travelling to and from kinder, students will be sat at the front of the bus. Therefore, on those days, and for the return journey, kindergarten children will need to be collected at the Kindergarten prior to collection of students at Edenhope College. A Kindergarten staff member will be rostered each Kindergarten morning and afternoon to meet the bus known to have Kindergarten students aboard and walk the student from the bus into the Kindergarten and vice-versa for the return journey. At the time of Policy writing, the Kindergarten process is as follows:

- The names of bus students are highlighted on the attendance sheet/roll to make sure the staff know which students are expected and procedures are in place to phone parents/care givers if children who are expected have not arrived by 9 am.
- Parents/care givers of children who use the bus service are informed and reminded that they must ring and inform staff before 9 am if their child is not on the bus that morning.
- A staff member is designated to watch for the buses and to meet the bus at the footpath.
- The designated staff member watches for the bus arrival and is at the footpath ready for the children to exit the bus when it pulls up.
- Nominated supervisors must ensure a staff member or nominated supervisor (other than the driver) accounts for children as they get in or out of a vehicle at the education and care service.
- Nominated supervisors must ensure records are made showing children are accounted for as they get in or out of a vehicle at the education and care service.
- Nominated supervisors must ensure records are made confirming a check of the inside of a vehicle was completed at the service after all children have left to ensure no children remain.
- Nominated supervisors meet the students at the bus door and walks with them into the kinder premises.
- Staff will always meet the students though the children, with their parent's consent, can ask to walk from the bus across the footpath to meet the staff member who is waiting at the gate.
- On entering, children arriving at kinder sign in on the Kids XP and/or the attendance sheet.

- The process is reversed for the return journey.

The Kindergarten will inform the Coordinating School of any alterations to the procedure.

### **Students alighting and boarding School Buses at Edenhope College**

All students must exercise extreme care and behave safely at all times in the College Carpark and Bus area. Students will alight and board buses in an orderly manner, follow the directions of the Bus Coordinator, the Bus Driver and the Bus Captain. Students boarding buses must wait behind the 'yellow line' for the Bus Coordinator to signal that they may board the buses once the bell has been sounded at 3:20pm.

### **Students with medical conditions**

The coordinating school does not provide medical details of any students to Bus Drivers without authorisation from a parent/carer. This authorisation can be made via the annual bus application form. The College recommends that parents/carers of students with serious medical conditions alert the driver of this condition.

**Drivers will ring 000 in response to any medical emergencies.**

Bus Operators are responsible for the training of drivers in First Aid. They also responsible for ensuring Bus Drivers have working communication devices such as mobile phones.

### **Emergency Procedures**

Bus rolls are kept in the main office and the assistant principal's office.

If a bus fails to arrive for student school pick up, the school will supervise students until parents can collect their children. Bus Operators can be contacted on the following numbers:

Route	Owner	Driver	Phone
Apsley/Benayeo	Wimmera Roadways/Toson P/L (03 53 811 548)	Rosie Rokebrand Gary Burgess	0427865235 0427 861383
Powers Creek/Durong	Wimmera Roadways (03 53 811 548)	Nolan Roll	0429838793
Poolaijelo/Langkoop	PJ & JR Ryan Driver (03 5585 1619)	Paul Ryan	0427851619
Pine Hills/Harrow	Wimmera Roadways (03 53 811 548)	Brendan Hausler	0488951268
Patyah	Owner PJ & JR Ryan (03 5585 1619)	Julie Ryan	0429851619
Chetwynd	AM & JA Carter (03 55851493)	Michael Carter	0448506556
Wombelano/Miga Lake	S & L Bland (94677135)	Darren Pahl	0476550842
VET Bus Miga Lake-	Shane Heard		0429 824 626

### Emergencies

Bus operators/drivers are to report emergencies, without delay to the emergency services and the school. The report should include the following information: -

- the location and nature of the incident and the time it occurred the number and names of people involved
- the emergency services which have been advised of the incident and action taken at the scene; the name and telephone numbers of the person reporting the incident

#### Emergency contact numbers

DEET Emergency	9589 6266	POLICE	000
AMBULANCE	000	FIRE (CFA)	000
Edenhope Hospital	55859800	West Wimmera Shire	55859900
State Emergency Services	000	PowerCor Emergency	132412
Edenhope Doctors	55851006	Edenhope Hospital Medical	55859888
St Malachy's School	55851396	Edenhope Kindergarten	55851571
Apsley PS	55861231	Edenhope College	55851277
Goroke P-12	53861024		

### Bush fires and 'Code Red' Days

If a school bus in transit appears to be heading to an area affected by bush fire the driver is to return and seek notification via phone at the nearest farmhouse. Under no circumstances is a bus driver allowed to continue until approval has been given by the appropriate fire authority. The driver is to contact the school on 55851277 or the Principal, Jon Neall, on 0478 042 716 or phone the Department of Education emergency number on 9589 6266. Edenhope College **has not** been identified by the DET as a registered High Fire Risk area school. **However, on State 'Code Red' Fire days all bus routes that operate out of Edenhope will be closed including the Wednesday VET bus link up.** They are:

Harrow-Pine Hills  
Powers Creek-  
Edenhope Chetwynd-  
Edenhope  
Wombelano-  
Edenhope Poolaijelo  
Edenhope Patyah-  
Edenhope Benayeo-  
Edenhope

[Schools, kindergartens and child care facilities at the highest risk of fire danger are placed on the Department's Bushfire At-Risk Register. Inclusion on this register is a trigger for the school, kindergarten or child care facility

to pre-emptively close on days declared Code Red in their Bureau of Meteorology district]

Apsley Primary School is on the Bushfire At-Risk Register.

**Use of the school bus network for school-based charter excursions.**

In consultation with the bus operators, the Edenhope Schools may use the school buses for charter work as long as the excursion time does not restrict or alter the normal bus operations. The Charter arrangement is a commercial arrangement between the hiring school and the Bus Operator. Contact Trevor McClure at Edenhope College for further details.

**Bus arrival at College**

Bus operators must not arrive before 8:35am each morning as supervision of students is not available before this time.

**Bus Departure from College**

Buses will be directed to depart by the Edenhope College rostered supervisor as soon as all passengers are loaded and all pedestrians are clear of the designated bus loading zone.

**Student behaviour**

Students must wear seat belts when they are provided. Students are expected to behave appropriately at all times – there is to be no swearing, yelling, intimidation, bullying or any other unsafe behaviours. Bad behaviour on the school bus network is not to be tolerated from any child of any age. If bus drivers have trouble with any child and the child does not respond to efforts to behave in a proper manner then the child's name is to be given to the Bus Coordinator. Misbehavior on a school bus could result in suspension for a given period from using the service.

**Bus Drivers and Operators Meeting**

Edenhope College, as the coordinating school, will hold a meeting of all bus drivers, operators and client schools early in Term 4 every year. Emergency procedures and Bus policy and process will be discussed. Other meetings will be held as required.

Policy last reviewed	17/10/23
Approved by	Principal/School Council
Next scheduled review date	DEC 2024