



# YEA PRIMARY SCHOOL

*BE RESPECTFUL, BE RESILIENT, BE RESPONSIBLE*

[WWW.YEAPS.VIC.EDU.AU](http://WWW.YEAPS.VIC.EDU.AU)

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## Bus Policy

## Minimum Standards

### Help for non-English speakers

If you need help to understand the information in this policy please contact Yea Primary School.

### PURPOSE

To ensure that students travelling to and from our school by bus do so safely, and in a manner consistent with DET policies and regulations.

To ensure that bussing issues are dealt with effectively and consistently.

### SCOPE

#### Access

Students residing in rural and regional Victoria may be eligible to access a network of transport services.

Both government and non government students may access this free transport if they meet eligibility criteria that include:

- attendance at the closest appropriate school
- residing further than 4.8kms from this school
- seating on the current service is available or there is sufficient conditions to request additional seating.

### POLICY

- The Bus Roll take at the start of each school day, if any controversy or confusion parents/carers are contacted by phone.
- The bus duty teacher calls a bus roll at the end of each school day.
- Students are transported to the High School on two buses where they board their respective buses to continue their journey.
- Students need to notify the bus duty teacher if they are not travelling on the bus.
- Bus passes will be issued on buses that have spare seats.
- All passengers using the buses have the right to travel safely. To promote students' safe behaviours while travelling on a bus, the rules are communicated, bus driver to students and to parents at the beginning of each school year.
- Yea Primary School together with Sacred Heart Primary School and Yea High School have adopted a collaborative approach in formulating bus protocol.
- Bus Drive: Wait for Parents to arrive  
In contact with parents

### IMPLEMENTATION Contact Brian D'Arcy 5797 2207 (Coordinator)

#### Minor misconduct-

- i. student's parents contacted
- ii. student issued with a warning

#### Major misconduct-

- i. student's parents contacted



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- ii. student suspended from bus travel for 2 weeks

## **Repeat misconduct**

- i. student's parents contacted
- ii. students barred from bus travel

## **CONDITIONS OF BUS TRAVEL – SAFETY REQUIREMENTS**

To ensure the safety of all passengers on school buses at all times the following conditions apply.

### ***To ensure safe travel on school buses, students must agree to the following:***

1. At the bus-stop do not play on the road or try to get on the bus before it has stopped.
2. Make sure you and your belongings are inside the bus at all times.
3. Do not throw anything from a bus window or have anything hanging out a window.
4. Place bags and other belongings in the allocated storage areas.
5. Get on and off the bus quietly and in an orderly manner.
6. Stay in your seat while the bus is moving.
7. Do not distract drivers with screaming, shouting or unruly behaviour.
8. When you get off the bus only cross the road when the bus has left and it is safe to do so.
9. No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
10. Seat belts must be worn where fitted.
11. Buddy system for Prep students / 1 with system

### ***To ensure passengers are considerate to one another and their bus driver, they must agree to:***

12. In the morning, arrive at the bus-stop 10 minutes prior to departure.
13. Do not eat, drink or smoke while on the school bus.
14. In the morning, let the school and driver know if you will not be riding home on the bus that day.
15. Get on the bus service allocated to you . Do not change to one that will take you to a sports or social event.
16. Use a standard conversational tone and do not call out to others on board or to passing traffic or people.
17. Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any misbehaviour or vandalism.
18. If you ride a bike to the bus-stop, please leave it in a safe and secure place. The Department of Transport and the Department of Education and Early Childhood Development are unable to accept responsibility for the safety of your bike.

Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

## **Bus Captains**

Bus captains are appointed to assist the driver with supervision. Under the driver's direction, they have full authority and are instructed to report all misbehaviour and vandalism to the principal. Bus captains should know that students are complying with the rules for safe bus travel listed above.



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**Non-compliance with any of the above conditions may result in the following:**

- The driver will stop the bus.
- The offender's name and full details of the breach will be recorded.
- The offender will be carried to school or to their normal drop-off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.

*In rare and exceptional circumstances – and only as a last resort – drivers are authorised to eject passengers from a bus. (Refer to Policy and Procedures for Contract School Bus Services in Rural and Regional Victoria, Section 8.3.)*

**Following the report of a relevant incident, the coordinating principal who may take the disciplinary action below:**

- First offence – verbal warning to student
- Second offence – written warning to parent/guardian
- Third offence – one week suspension of student from school bus travel
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

*Please complete and return [Appendix A](#)*

***Guidelines For School Bus Travel***

***Introduction***

Free school bus services are set up under a set of guidelines to ensure that a fair and equitable service is available. It is the policy of the Department of Education and Training that a parent may choose to send their children to a school of their choice.

Free bus travel is provided only to the nearest appropriate school. Furthermore, free bus travel is provided only when a student resides 4.8 kilometres or more from the school (front gate to front gate).

***How do I know if my children are eligible?***

Under normal circumstances government school students in years Prep to 10 will be eligible for bus transport only to their nearest school. For students in years 11 and 12 access to comprehensive curriculum may be considered to determine the nearest appropriate school.

Nongovernment school students will be granted permission to travel to the nearest registered school of the appropriate denomination offering a program at that level.

The Principal of the Bus Coordinating School is responsible for coordinating all applications for permission to travel on a school bus service, including students attending both state and registered schools.



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It is recognised there will be circumstances that warrant special consideration where a student does not meet the rules for eligibility to travel. In such cases the parent must seek the approval of the Regional Director, to travel on the school bus service. If the approval is given such students would be treated as 'eligible' in future decisions about that bus service.

## ***What if my children are not eligible for free bus travel?***

The current policy is that spare capacity on a school bus can be used for fare paying passengers. Permission to travel is subject to stringent conditions including the requirement of parents to make alternative arrangements if at any stage there is insufficient capacity on the relevant bus.

Thus, arrangements for farepayers can only be made on a term-to-term basis. Final approval to travel is only granted when the appropriate documentation is completed and fares for the next term have been paid.

Fares are determined by the Department of Infrastructure and start from \$81 to \$217 per term, depending on the distance travelled.

## ***How do I arrange school bus travel for my children?***

1. Contact the Bus Coordinator at the relevant coordinating school to determine if your child is eligible for free transport on the school bus. Contact the Regional Office (03) 5761 2100 if you are not sure of the bus coordinating school in your area.
2. If your child is eligible, complete an 'Application to Travel' form, available from the school. Your child will then be allocated a seat on the relevant school bus.
3. If your child is not eligible for free bus travel you will need to check with the school bus coordinator
  - if there are seats available on the relevant bus;
  - the cost of the fare for travel on that bus.
4. Then, once an 'Application for Travel as a Farepayer' form has been completed and the fare for the next term has been paid, your child will be allocated a seat on the relevant bus for the next school term.
5. Bus passes will be issued on the buses that have spare seats. A note requesting a bus pass needs to be received by the bus coordinator on the day prior to their travel. Confirmation from the High School is required before bus passes are issued.
6. In the case of genuine emergency bus passes may be sort with out notice

For further information contact

Department of Education and Training  
Hume Region  
PO Box 403 (Arundel Street)  
Benalla 3672  
Ph (03) 5761 2100  
Fax (03) 5762 5039

Information for members of the school community



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## **Bushfire Response Information – Code Red (Catastrophic) Days**

Yea Primary School is committed to ensuring that our school community is as prepared as possible for the coming bushfire season. The safety of our students and staff is paramount.

### **Statewide response**

Every school (government and non-government), and children's service has been asked to review its emergency management plan and address any priority maintenance works.

The CFA is conducting training for school principals and directors of children's services with facilities in areas of identified bushfire risk.

Schools are also being provided with additional curriculum resources to assist in preparing students for the threat of bushfires.

### **School Closures**

Schools that have been identified as being at high fire risk will now close on a day declared a Code Red Fire Danger Rating Day within the relevant Bureau of Meteorology district. Yea PS is located in the North Central District (see map)

**Yea Primary School** has been part of an audit process designed to assess the site's fire risk. **The audit has assessed The Yea Primary School site as being low risk.**

**Consequently, the site has not been placed on the Bushfire At-Risk Register and so Yea Primary School will NOT automatically close on a Code Red Day.**

### **School Bus Services**

Several schools in the west of Murrindindi Shire have been placed on the Bushfire AT-Risk Register these are: Highlands PS, Flowerdale PS, Kinglake West PS, Middle Kinglake PS and Kinglake PS. The placement of these sites on the Bushfire At-Risk Register has a flow on impact on the West Murrindindi School Bus System. Bus routes passing through at-risk areas or routes operated by schools in at-risk locations will be closed on high-risk fire days.

**The impact on the school buses servicing Yea High School, Yea Primary School and the Sacred Heart Primary School will be as follows: On a Code Red Day NO school buses will run.**

**On days other than Code Red school buses will not run if it is likely the route passes into, or through, a high risk area due to a going fire. The complete route will be cancelled.**

## **COMMUNICATION**

Yea Primary School has been working closely with Yea High School and DEECD representatives in order to develop a number of ways families can access information relating to Code Red or localised emergency events.

We are developing 'five ways' for members of our community to access information relating to school and bus service closure. This information system will be used for Code Red Days and for responses to localised emergencies.

1. **School Notice:** In circumstances where there is adequate time to notify families prior to an event (Such as a Code Red Day), students will be issued with a notice to take home to their family outlining arrangements for that day.
2. **email:** The school has set up an email group which will allow the school to contact bus travelling families with a short message with up to date information.



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3. **Websites:** Until our website has been remodeled, Yea High School website [www.yeahs.vic.edu.au](http://www.yeahs.vic.edu.au) and [www.yea.com](http://www.yea.com) will carry relevant information that families can access.
4. **SMS Messaging:** Working with the DEECD, the school will soon have access to an SMS messaging system which will allow the school to contact families with a short message with up to date information.
5. **Telephone Hotline:** Yea High School is in the process of establishing a Hotline which will have relevant information relating to Code Red days or localized emergencies affecting the school bus system. The Hotline number will be **57 972 686**.

Please note that with some of these 'ways of communication' the school needs to have current information as to mobile telephone numbers and email addresses.

**Please ensure your contact details held at the general office are correct and up to date.**

## FURTHER INFORMATION AND RESOURCES

The following websites and resources provide useful information.

The DEECD has set up a website with comprehensive information and answers to frequently asked questions it can be found at: [www.education.vic.gov.au/bushfires](http://www.education.vic.gov.au/bushfires)

Alternatively, I am very happy to speak with family members and go over aspects of the school's emergency response plans. Feel free to contact me at Yea Primary School on 57 972 724

## EVALUATION

Proposed amendments to this policy will be discussed with school staff and School Council every 3 years .

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## POLICY REVIEW AND APPROVAL

Policy last reviewed	17 <sup>th</sup> July 2024
Approved by	Principal and School Council      24 <sup>th</sup> July 2024
Next scheduled review date	17/07/2027

This policy will also be updated if significant changes are made to school grounds that require a revision of Yea Primary School's yard duty and supervision arrangements.



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## EMERGENCY CONTACTS FOR BUS ROUTES

Route	Coordinating School Contact	Bus Company	Contact Name	Contact Number
Strath Creek	Brian D'Arcy Yea High School Ph: 5797 2207 Beth Turvey Yea Primary School Ph: 5797 2724	Fallons: Brock Fallon Wangaratta Ph: 5722 9255 Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768 Bus location: Yea - Fallons Depot	<b>Driver: Matthew Whalley</b> Bus location -Yea - Fallons Depot	<b>0419 435 708</b>
Highlands		Yea Bus Lines (Christies): Ph: 5797 2691 <b>Connect Bus</b> Ph: 5797 2691 Bus location: Melbourne Rd. Yea	<b>Driver: John Ahearn</b>	<b>0437 952 684</b>
Killingworth		Dysons Bus Lines Ph: 0417 522 055 Bus location: Yea - Fallons Depot	<b>Driver: Jacinta Barker Jimmy Garlick</b>	<b>0418 323 433 0428 557 574</b>
Murrindindi		Fallons: Brock Fallon Wangaratta Ph: 5722 9255 Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768 Bus location: Yea - Fallons Depot	<b>Driver: Rob Garlick</b>	<b>0418 390 201</b>
Glenburn		Fallons: Brock Fallon Wangaratta Ph: 5722 9255 Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768 Bus location: Yea - Fallons Depot	<b>Driver: Rod Clue</b>	<b>0418 557 926</b>
Kinglake		Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768 Bus location: Kinglake Neighbourhood House	<b>Driver: Darren Gilbert</b>	<b>0421 378 451</b>
Flowerdale		Fallons: Brock Fallon Wangaratta Ph: 5722 9255 Fallons: Larry Fallon / Malcolm Gill Alexandra Ph: 5772 1768 Bus location: Kinglake West	<b>Driver: Mick Short</b>	<b>0427 326 110</b>



## APPENDIX A

### RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents/guardians are responsible for transporting their children to and from authorised bus-stops and for their safety at the bus-stop while waiting for the bus.

**It is most important that parents waiting for bus passengers at a roadside bus-stop should wait on the same side of the road as the bus. This will prevent accidents.**

**School bus travel is a privilege, not a right and consequences will follow a breach of conditions as set in our Bus Policy.**

It is understood that bus travel is provided and accepted on these conditions.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_