Bus Travel Policy

Knowledge is Strength

Revised Feb 2007
NSW DEPARTMENT OF TRANSPORT
SCHOOL STUDENT TRANSPORT SCHEME

CODE OF CONDUCT

Students must:

* at all times obey the driver
* where possible, remain seated for the duration of the journey
* if required to stand, do so in a safe manner away from steps and any position that obstructs the vision and capabilities of the driver
* practise common sense, safety and respect for property
* display bus pass / tickets to the driver on entry or pay the appropriate fare

Students must not:

* smoke, eat or drink on the bus
* permit any part of their body to protrude from the bus
* mark or damage bus property
* fight, kick, swear, hit or spit at other passengers
* place feet on seats
* cause discomfort to other passengers
* undertake offensive behaviour
* throw any article on or from the bus
* alter, deface, misuse or fraudulently obtain a bus pass
* give, loan or transfer the bus pass to another student

Students who misbehave or contravene the conditions may have their right to be conveyed, suspended or cancelled.

Parents agree to the code of conduct and sign when applying for a bus pass.
6.1 Category 1 – Unacceptable behaviour

This category includes minor offences, but is not limited to behaviour that is offensive:
- distracting the driver by persistent noise
- failing to show a travel pass, except where passes are not issued (ie non-commercial services in rural areas)
- eating or drinking (except water) on the bus (unless for medical reasons or with the written permission of the bus operator)
- smoking
- spitting
- using offensive language
- minor harassing and bullying of other passengers
- pressing the stop button continually
- damaging property.

- obtains the student’s name and school and reports incident to operator
- advises the student about the behaviour that was inappropriate
- reminds the student of the consequences of repeated offences.

- requests the student’s travel pass and issues an interim pass or further cautions the student about the behaviour that was inappropriate
- advises the student of the consequences of repeated offences
- advises the student that the matter will be reported to the bus operator, the school principal and the student’s parent/carer
- reports the incident in writing to the bus operator.

Within three (3) school days of an incident where driver has issued an interim pass to a student:
- advises the parent/carer and the school principal that an interim pass has been issued to the student
- advises the parent/carer in writing of the following:
  a) that a further offence may result in refusal to travel
  b) how to reclaim the student’s pass.

N.B. In cases where agreement has been reached with the school principal, attach the student’s pass (for return to the student) to the notice of advice to the principal.

- obtains the student’s name and school
- requests the student’s travel pass and issues an interim pass
- advises the student that the matter will be reported to the bus operator, the school principal and the student’s parent/carer
- reports the incident in writing to the bus operator.

Within three (3) school days of the incident:
- communicates with parents/carers and the school principal about the incident and determines the appropriate penalty or other arrangements to address the issue
- may refuse travel to student for a period of up to two (2) school weeks
- must advise parents/carers, the school principal and the Ministry of the decision in writing before suspending a student from travel, so that alternative travel arrangements can be made
- must advise the parent/carer in writing about how the student’s travel pass can be reclaimed at the conclusion of the period of suspension of travel.

N.B. In cases where agreement has been reached with the school principal, attach the student’s pass (for return to the student) to the notice of advice to the principal.
Dealing with Bus Behaviour

6.2 Category 2 – Dangerous behaviour

This category includes more serious offences, but is not limited to behaviour that endangers individuals:
- serious harassing and bullying of other passengers
- allowing any part of the body to protrude from the bus whilst 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 bus
- swinging on bus handrails
- throwing objects inside or out of the bus
- fighting with other passengers
- causing significant damage to property in buses
- using matches and lighters
- carrying dangerous items.

The incident

Bus driver

Bus operator

No further incident
Repeated incident of the same nature after the period of sanction

No action required

Within three (3) school days of the incident:
- contacts parents/carers and school principal about the incident
- determines the appropriate penalty or other arrangement to address the issue
- may refuse travel to student for a period of up to four school weeks
- must advise parents/carers, the school principal and the Ministry in writing before suspending a student from travel, so that alternative travel arrangements can be made
- must advise the parent/carer in writing about how the student’s travel pass can be reclaimed at the conclusion of the refused travel period.

N.B. In cases where agreement has been reached with the school principal, attach the student’s pass (for return to student) to the written notice to the principal.

Within three (3) school days of the incident:
- advises the student about behaviour that was inappropriate
- requests student’s travel pass and issues an interim pass
- advises the student that the matter will be reported to the bus operator, the school principal and the student’s parent/carer
- reports the incident in writing to the bus operator.

N.B. Where no travel pass is issued, obtain student’s name and school.

If after a period of suspension for dangerous behaviour, a student again breaches the Code of Conduct, it is appropriate that the procedures for responding to repeated dangerous behaviour be followed.
Dealing with Bus Behaviour

6.3 Category 3 – Highly dangerous or life threatening behaviour

This includes major offences, but is not limited to highly dangerous and life threatening behaviour:
- pushing students out of the doors or windows
- interfering with the driving controls or emergency door release
- assaulting the driver or other passengers
- interfering with safety equipment
- recklessly or negligently endangering the safety of passengers or themselves
- destruction of bus property.

- advises the student about behaviour that was inappropriate
- requests the student’s travel pass
  (No interim pass should be issued.)
- reports immediately to the bus operator
- in extreme situations, contacts police and/or bus operator by way of telephone or radio and awaits instructions
- prepares a written report of the incident.

On the day of the incident or as soon as possible thereafter:
- notifies the parents/carers, the school principal and the Ministry and requests parents/carers to arrange alternative transport
- may have to transport the student from school to home if the incident occurred in the morning journey, the parent/carer cannot be contacted and/or no alternative travel arrangements can be made
- discusses appropriate action with parents/carers and school principal
- may refuse to carry the student on that service for up to 12 months, or in the most extreme cases, permanently
- must advise parents/carers, the school principal and the Ministry of the decision in writing.