Bus Duty and Travel Policy

Date: February 2016

Review Date: February 2017

Location -G:\common\teacher\admin\policies

St James School Vision Statement

St James is a Catholic Parish school, called to be a caring partnership, of parents, students and pastor who:

• Seek to learn about God, the teachings of the Catholic Church and nurture a strong and confident faith.

• Encourage the pursuit of academic excellence and the attainment of each persons’ full potential.

• Work together to build a safe, healthy and Gospel centred environment.
Purpose

To provide a clearly defined process for the movement of children onto buses, and to ensure the safety of all.

Policy Framework

- To ensure the safe and organised movement of students to:
  - Buses
  - Private transport
  - Riding and walking
- To and from St James’ YAMBA

Implementation Process

1. Teacher bring children to the big top
2. Children who have parents waiting are released into their care and are supervised as they leave by the designated exits.
3. Students line up with the designated teacher in bus lines, pick up line and OHSC.
4. Students wait for teacher instruction.
5. Teacher supervises movement of children onto buses.
6. After buses have left the bus bay, any children riding bicycles can be dismissed.
7. Supervising teacher waits with any children being picked up. After 3:40 parents, caregivers or emergency contacts are called if students still haven’t been collected from school.

Leaving School for Sports or excursion by bus

1. Class roll must be taken prior to departure.
2. Mrs Smith must be notified to mark the group out of the school and upon return.
3. Students line up with the designated teacher in bus lines
4. Students wait for teacher instruction.
5. Teacher supervises movement of children onto buses.
6. On arrival at venue students are supervised off the bus and into venue in a quiet and calm manner.
7. When reboarding bus chn should be counted on and roll checked if there is an anomaly.
8. Mrs Smith must be notified to mark the group return.

**Policy Responsibility**

The duty teacher is responsible for the supervision of the Bus Duty. The school executive is responsible to review this in light of Diocesan directives.

**Related Policies:**

The following policies should be read in conjunction with this policy:

- Playground Duty
- Traffic Management Map