



## School Bus Transport Policy 2024

### Overview

Students at Kalamunda Secondary Education Support Centre (KSESC) may travel by bus for the following reasons:

- a. Travel to and from school via the School Bus Service (SBS)
- b. Travel for school excursions by private charter
- c. Travel for school excursions via public transport (PTA)
- d. Travel for workplace learning activities via private hire bus

The KSESC School Bus Transport Policy details procedures to minimise risks to students travelling by bus transport.

### a.) School Bus Service

The School Bus Service (SBS) is run by the Public Transport Authority (PTA). SBS provides an 'Orange' School Bus network for parents and caregivers of students with special needs. This network aims to relieve the pressure on families by providing free transport to and from the student's nearest appropriate education support facility within metropolitan and regional areas.

KSESC procedure for students travelling on the SBS:

#### Bus Books:

Each bus will have a 'bus book' in which SBS bus staff (driver or aide) enters student details for each trip, including behaviour of students, student absences, information from parents and other relevant notes.

It is the parents' responsibility to inform the SBS if their child is not travelling on any particular day. SBS staff will enter this information into the bus book. Parents also need to inform school administration if their child will be absent from school.

Details of students who are absent\*, as per the bus book, will be entered onto the school information system (SIS) by the school administration staff, who will also inform teachers of student absences.

Bus books will be handed back to bus aide as students get on the bus for the journey home from school.

\*If a student is absent and it is not entered into the bus book, or parents have not informed the school, the school administration will contact parent by SMS or telephone for further information.

**School staff:**

2 staff members will be rostered to meet the SBS each day (on arrival and departure), to liaise with bus staff and collect/deliver the bus books.

A staff member from each classroom will meet the SBS on school arrival, and escort students to class.

A staff member from each class will escort students to the SBS at the end of the day and ensure they get on the bus safely.

School staff will inform bus staff of any significant behaviour concerns that may affect safe travel on the SBS for that journey. In consultation with parents, school administration will inform SBS administration of significant behavioural issues that may affect safe travel on the SBS and together identify appropriate strategies to mitigate risk.

**Student behaviour:**

Students are expected to follow the instructions of bus staff at all times. Bus staff will report negative behaviour to parents, school and SBS administration. School administration may share individual student behaviour plans, as appropriate, with bus staff in consultation with parents.

Recurring negative behaviour on the SBS may result in the service being withdrawn.

**b.) School Excursions via private charter**

The school may charter a bus for excursions. To minimise risk to students the following must be followed

**Roll call:**

A staff member will be allocated to monitor the student roll. The staff member will have a list of students attending the excursion which will be updated by school administration on the morning of the excursion.

The roll will be checked as students:

- Alight the bus at school
- Exit the bus at the excursion venue
- Alight the bus at the venue on return visit, and
- As they exit the bus on arrival back at school

If at any of these times a student is missing, excursion risk procedures will be implemented.

The bus will be checked by staff on arrival at the venue, and again on return to school to ensure that:

- no students are left on the bus
- no personal items are left on the bus
- no rubbish is left on the bus

### **c.) School Excursions via Public Transport (PTA)**

For excursions where public transport is used the following will be followed to minimise risk for students:

#### **Roll call:**

- The ratio of staff to students will be determined through the 'excursion risk assessment matrix'.
- Staff will allocate each student to a staff member who will check students as they:
  - Leave school grounds
  - Alight the bus to the venue
  - Exit the bus at the venue
  - Alight the bus to return to school
  - Exit the bus on return journey to school
  - Arrive back at school
- If any students are missing at roll call the 'excursion risk management procedure' will be followed

#### **Excursion planning:**

Prior to the excursion, students will be briefed on all aspects of the bus journey. Social stories will be implemented as required.

### **d.) Travel for workplace learning activities via private hire bus**

The school may hire the Kalamunda Senior High School bus to transport students to and from some workplace learning activities. Staff will follow the following procedure.

#### **Staff to student ratio:**

- Staff will be allocated to students at a ratio determined by the excursion risk procedures
- A minimum of 2 staff will be on the bus, including the driver
- Staff will check student attendance as students:
  - Alight the bus at school
  - Exit the bus at the workplace learning venue
  - Alight the bus at the venue on return visit, and
  - As they exit the bus on arrival back at school

If at any of these times a student is missing, excursion risk procedures will be implemented.

The bus will be checked by staff on arrival at the workplace learning venue, and again on return to school to ensure that:

- no students are left on the bus
- no personal items are left on the bus
- no rubbish is left on the bus