



PO BOX 108
29 Wallace St
Balaklava SA 5461
Phone: (08) 88621660 Fax: (08) 88621009
e-mail: info@balakr7.sa.edu.au

Updated Policy for the Management of Student Behaviours Update: Term 2 2013 on Balaklava School Buses

The DECS policy and procedures for the operation of school buses are described in Administrative Instructions and Guidelines Section 1 / Division 8. In terms of "discipline on buses" the document states;

Principals are responsible for the setting of standards of behaviour of students on buses...and take whatever action is deemed necessary, in accordance with the school policy on student behaviour on buses...(AIG Section 1 page 138)

The expectations of students and the consequences for inappropriate behaviours while on school buses are firmly based on the school's desire to ensure travel to and from school occurs safely. Any distraction of the driver caused by the inappropriate behaviour of a student places all travelling on the bus at risk and will not be accepted.

Expectations of Students are to:

1. enter and leave the bus in an orderly manner
2. remain seat belted in allocated seat at all times.
3. keep all parts of themselves inside bus windows.
4. always behave in a quiet, responsible and polite way and not interfere with, or annoy other passengers.
5. follow the directions given by the bus driver.
6. not eat or drink on the bus unless you have permission from the bus driver.
7. advise your bus driver in advance if you know you will be absent.

On Link SA buses students need to use individual barcoded identification tags as they get onto the bus.

In addition to obeying the rules, senior students are expected to assist by reporting breaches of the rules to the driver.

The driver is responsible for allocating seats and managing behaviour on the bus. It is expected that minor breaches of the rules will be addressed and if these are repeated, they will be documented by the driver and Bus Referral slips will be issued. The driver will report serious and/or repeated breaches of the rules, and any incident or concern which interferes with the safe operation of the bus, to the principal or delegate of the relevant school.

Please note: Students must be at their stop at least 5 minutes prior to their designated pick up time.





Process for the Management of Behaviour on School Buses

All bus students are to be issued with the bus policy outlining expectations of their responsibilities as passengers.

A formal assembly for all bus passengers will be conducted outlining expectations of behaviour and consequences for inappropriate behaviours.

- Step 1:** Reminder by the driver(Verbal) that behaviour is inappropriate and must stop immediately.
- Step 2:** Formal Warning –by bus driver or school personnel;
- A Bus Referral slip will be issued by bus driver or school personnel
 - Bus driver informs school
 - Bus Referral slip and letter sent home, signed by parents and returned to school
- Step 3:** *Second Incident* - Second bus slip to be taken home as in Step 2. If this occurs within a ten week period from Step 2, it will result in a suspension from bus travel for up to 5 days. Home contact by school will be made.
- Step 4:** *Third Incident* – Bus referral slip issued as above and suspension from bus travel for up to 10 school days. Home contact by school will be made and interview requested.
- Step 5:** *Fourth Incident* – Process as outline in step 4. One month suspension from bus travel.

In the case of serious breaches, or illegal or dangerous behaviour, Steps 1 and 2 may be omitted. Parents will be contacted, and if necessary, consultation shall take place with appropriate DECS personnel.

Yours sincerely,
Tricia Joseph
Principal

