



Balaklava Schools



BUS TRAVEL

At the beginning of each year questions arise about travel on Departmental buses. The following sections are taken from DECD's Instructions and Guidelines and will hopefully clarify many of the questions people ask.

*Department of Education and Child Development
Administrative Instructions and Guidelines (Schooling Sector) Section 1: General School Procedures*

VERSION: MAY 1999 Section 1, Page -97 **Eligibility to travel**

Government school students

To be eligible for travel on a departmentally operated or contract provided school bus to and from school, students must reside 5kms or more by the shortest most practicable route from the nearest appropriate Government school.

Students residing within 5kms of a Government school are expected to attend that school. They have no entitlement to transport. *Students attending Government schools may not use bus services provided by the department to travel past a Government school, unless written approval is given by the respective principals and the district superintendent.*

Irrespective of the eligibility criteria, no students are permitted to use school buses without the parents first obtaining the prior approval of the principal who must notify the driver accordingly.

Non-Government school students

Primary and secondary students attending non-government schools and who reside 5 kms or more by the shortest most practicable route from the nearest appropriate Government school, have a right to use existing bus services to travel to that Government school.

Non-government primary and secondary students may also be given permission to travel past or away from a government school but such travel is *subject to there being available room on the bus, and there is no additional cost to the department.*

This permission may be withdrawn if the bus becomes overcrowded with students eligible for bus travel.

School bus routes will not be altered to suit the needs of students exercising a choice of school.

Pre-school children

The **department** has no responsibility to provide transport for pre-school children. However, pre-school children are permitted to travel on **departmentally** provided school buses subject to the following conditions:

- individual approval is given in writing by the **principal** controlling the bus
- there is available room on the bus
- the bus is not involved in any additional travel
- the child is considered by the **principal** to be mature enough to travel safely on the bus and without causing difficulties for the driver
- the child is met at the set-down point/s
- permission may be withdrawn if the bus becomes overcrowded with primary and secondary school students eligible for bus travel.

School staff, parents and volunteers

Teachers and staff employed by the **department** or the school council, or **volunteers** and parents who are authorised to participate in school programs, may travel on **departmentally** provided school buses subject to the following conditions:

- individual approval is given in writing to the person, the bus driver or bus owner by the **principal** controlling the bus
- the bus is not involved in any additional travel
- there is available room on the bus
- permission will be withdrawn if the bus becomes overcrowded with students eligible for bus travel.

Students - out of school activities

Students are permitted to travel on buses for out-of-school activities, e.g. sports training, private visits and after school work, provided:

- there is available room on the bus
- the bus is not involved in any additional travel
- *a request in writing from the parent/guardian is received and specific approval is given by the **principal** controlling the bus.*

Standing passengers

Students may stand in school buses subject to the following conditions:

- All seating positions are occupied.
- The number of standing passengers does not exceed the number of rows of seats and that the seats have appropriate hand holds.
- The time of travel as a standing passenger does not exceed 20 minutes.
- Students in their early years of schooling are to have priority in the allocation of seats.

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