

# Penola High School



Government of South Australia  
Department for Education and  
Child Development



## Penola Bus Policy

Penola High School, Penola Primary School, Mary MacKillop Memorial School,  
McKay Children's Centre

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*This policy should be read in conjunction with the DfE Transport Policy. Any changes to the DfE policy supersede this document.*

### 1. Applying to Travel

To be deemed 'Eligible' for travel on a Department for Education (DfE) provided school bus to and from school, students must reside 5kms or more to the nearest Government school.

#### Eligible students

New enrolling families who meet the above criteria should complete an 'Application for Bus Travel' (available from Penola High School) and return it to the bus coordinator for processing. The bus coordinator will inform the parent and/or care-giver the (anticipated) times, provide bus driver contact details and email the bus driver to notify them of the new traveller.

## Ineligible students

**Whilst ineligible students may be granted permission to travel on a bus where seats are available, they may be removed from a bus at any time if the seat is required for an eligible student.**

Students who do not meet the eligibility criteria to travel on a bus may submit an application for consideration to Penola High School who will determine if a spare seat is available.

Ineligible students include:

- Secondary and Primary Government or Non-Government students who reside within 5km of their nearest relevant Government School and/or bypassing their 'School of Right' (i.e. Kalangadoo township to Penola or Nangwarry township to Penola).
- Students not yet of Primary school age, wishing to access a Kindergarten centre.

## **Bypassing (i.e. Kalangadoo township to Penola or Nangwarry township to Penola)**

- Government students requesting to bypass their 'School of Right' (closest Government School) must do so by completing the appropriate paperwork with the Principal of their chosen school. The Principals of the affected schools will liaise to determine if the applicant is deemed eligible or ineligible to travel in accordance with the Departments School Transport Policy guidelines. The Principal of the chosen school will inform the applicant and Penola High School of the outcome.
- Non-Government students requesting to bypass their 'School of Right' (closest Government School) must do so by completing the appropriate paperwork and forwarding an application for school bus travel to Penola High School. Consideration is then given to bus travel subject to spare seats being available on that particular bus.

For any ineligible students who have been given permission to travel on buses, requests need to be assessed each year.

## **Short Term Access**

Approval for short term travel is **only** granted subject to seat availability.

### **Single days**

Permission to travel on a school bus for once off travel (i.e. a sleepover, party etc) must be requested by completing a 'green' bus travel permission slip.

The permission slips are available from the front office at Penola Primary School, Mary MacKillop MS and Penola High School and must be signed by the parent/guardian and the respective school Principal or delegate.

The bus driver needs to be notified prior to the student accessing the bus and the 'green' slip is then provided to the driver when the student accesses the bus.

### **Short Term Family Circumstance**

The primary function of the bus service is to ensure access to an education for school age children. We acknowledge that families do their best to provide transport for their children, but in some rare circumstances, these arrangements may break down for medical reasons, personal circumstance or other reasons.

In these situations, the Principal of the school the child attends may grant short term access to the bus for a period no longer than two weeks, in consultation with the High School.

## 2. Protocol for freeing a seat for an eligible traveller

DECD guidelines will only increase the capacity of a bus run if the number of **eligible travellers**, exceeds the bus capacity. Ineligible travellers do not count towards this quota.

In the event of a new eligible traveller accessing a bus at capacity a local decision is implemented to free up a seat. This decision is not taken lightly, and many factors are considered.

Only students classed as ineligible are considered for 'freeing a seat'. Although a "last on" process is considered, this occurs only after those meeting the following criteria have been considered in priority order:

1. Kindergarten students whom would be an eligible traveller in the following year
2. Those accessing the bus due to medical/psychological needs
3. Social/emotional reasons of the child
4. Those with another sibling accessing the service
5. Special family circumstances

The information to make this decision will be based on the current "ineligible traveller" application, as outlined above. This will be used primarily as a guide, as the main priority is to minimise the impact on all learners involved and in some instances there might be other factors for consideration. Where possible those losing their seat will be considered first, when a seat becomes available.

## 3. Travel Allowance

If you live 5kms or more from the closest DECD school bus service and are an **eligible** bus traveller, you may be eligible to claim a travel allowance. To apply for this allowance, the parent and/or caregiver must complete an Application form (ED226) which should be completed and signed by the applicant and the Principal of the school the child is attending. The Application is then forwarded to DECD for assessment. If the request for 'Travel Allowance' is approved the parent and/or caregiver will be advised, and they then must complete a claim form (ED228) and submit it to the school the child attends on the last day of each term for processing. For further information about the travel allowance process, please contact Vicki at Penola High School (8737 0000).

## 4. Bush Fire Process / Catastrophic Fire Danger

Penola is not deemed to be in a high fire risk area and therefore Penola schools (PHS, PPS or MMcMS) will NOT close on days of catastrophic fire risk. However, **NO BUSES WILL RUN** on these days. The determination of a catastrophic day is made after 4.00 p.m. on the day prior and information is broadcast by radio and television and the CFS website ([www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)). If Penola High School is notified of a catastrophic fire day before 4.30pm on the day prior to the day in question, the school will notify families on all bus routes (via SMS) of the catastrophic fire warning.

Should a fire occur during the day in any of the areas served by our buses, the particular bus will not run until we have been notified by the authorities that it is safe to allow travel along the normal bus route. If this clearance is not received before 3.15pm then your child will be held at Penola High School, under appropriate supervision and will need to be picked up by a parent or responsible adult known to the student. Penola High School (or your child's school) will notify the families (via SMS or landline) on the affected bus route as soon as a decision is made.

## 5. Parent/Caregiver Responsibilities

- Students must be at the designated pick-up point at least five minutes before the expected arrival time.
- If a student is not going to be travelling on a bus at any time, the parent/caregiver is responsible for informing the bus driver.
- Please ensure you notify Penola High School if your contact details change.
- Only students allocated to a particular bus run will be permitted to travel on that bus.
- Students will only be permitted to be collected or alight from the bus at **their** designated bus stop, unless parents have negotiated otherwise.
- Remind children of safety rules, i.e. children should wait until the bus has gone and they have clear vision of the road before crossing
- Regardless of convenience always park your car on the bus stop side of the road away from bends, crests and corners.
- Where practicable, your children should get out/in the car from the footpath, or from the side furthest from the road.
- Ensure that you and others are aware of the Road Traffic Act which states that a person may not drive at a speed greater than 25kph when passing a bus that has stopped to allow children to board or alight.
- Support student and school to resolve behaviour issues for the wellbeing of passengers and drivers.
- If you have any concerns about issues arising from the bus, please contact the Bus Coordinator or Deputy Principal listed here.

## 6. Student Code of Conduct

- **RESPECT for the driver by:**
  - following their directions
  - not distracting the driver
- **RESPECT for the rights of all travellers to be safe and harassment free, by:**
  - entering and leaving the bus in an orderly manner
  - **ALWAYS** wearing your seatbelt
  - not throwing anything, at any time
  - remaining in your seat facing forward and remaining in your seat until the bus reaches your set down point
  - not eating or drinking on the bus
  - keeping noise to an acceptable level
  - using only appropriate language
  - waiting safely for the bus and keeping well back from the road when waiting
  - not playing ball games or running around at the bus stop and not wandering away from the bus stop
  - being aware of the needs of younger children (e.g. Kindergarten) and assisting them if necessary
  - keeping aisles free of bags etc
- **RESPECT for property and the environment by:**
  - not damaging or defacing the bus
  - not leaving rubbish on the bus
  - not interfering with the property of others
  - not throwing anything out the window of the bus
- **RESPECT for yourself by behaving in a manner which:**
  - brings credit to yourself and your school
  - ensures you retain the privilege of school bus travel.

The behaviour code for the school that the student attends also applies on the bus. Failure to comply with this Code of Conduct may result in loss of travel privileges. This will be actioned by the Deputy Principal of Penola High School, in consultation with the Principal of the school that the student attends.

Generally, there will be an increasing of the time the student is removed from the bus for each additional breach of the Code of Conduct over a school year, however each case will be determined independently.

**Consequences:**

- First breach: Removal from the bus for one day (no warning)
- Second: Removal from the bus for up to 5 days
- Third: Removal from the bus for up to 4 weeks
- Fourth: Removal from the bus for up to 8 weeks or indefinitely

**7. Contacts:**

Bus Coordinator	Judy Goodes	Phone: 8737 0000
Bus Administration	Louise Clayfield	Phone: 8737 0000

**Please return this section to the front office of your child's school.**

Student name:.....

School Attending:.....

Bus Route:.....

***I have read the Penola Bus Policy and Code of Conduct for students and we are aware of the expectations, responsibilities and consequences.***

Parent/Caregiver Name:.....

Parent/Caregiver Signature:.....Date:.....

Student Signature:.....Date:.....