

## POLICY 5c: BUS



**RUAHINE SCHOOL**

The Best I Can Do, The Best I Can Be  
Tū māia au ki te mahi, tū rangatira au ki te ao  
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### **RATIONALE**

Ruahine School works with the Ministry of Education appointed bus supplier to provide safe and comfortable travel to and from school.

### **PURPOSE**

1. The Ruahine School children can travel to school on the Southern, Northern and Town bus routes safely.
2. Ensure bus routines are followed by children, staff and parents.
3. Ensure children travelling to and from school on the buses abide by the Ruahine School bus user rules and the law.

### **GUIDELINES**

1. The office administrator maintains the bus rolls.
2. General bus behaviour problems are managed by the duty teacher. Accelerated behaviour issues are managed by the leadership team.
3. The bus duty teachers oversee the roll call and boarding the bus each afternoon.
4. Children are expected to maintain school rules on the bus.
5. Bus Monitors are appointed by the school to remind children of bus behaviour and report any incidents to the duty teacher/office.
6. Parents whose children are not eligible for free transport buy bus tickets at the school office.
7. The office administrator alerts parents of changes to bus timing by 2pm at the latest on the day of travel.
8. The bus route is not changed in any way without a Ministry of Education consultation.
9. Parents must inform the school of any changes to the regular travel arrangements. Children are not to pass messages on to the office.
10. Ruahine School is responsible for the safety of students from pick up point to drop off point only.
11. The bus code of conduct will be signed and adhered to by students and parents and caregivers.

### **CONCLUSION**

Ruahine School follows clear guidelines and works with the Ministry of Education and the bus company to ensure children travel safely to and from school.

**Chairperson:**

**Principal:**

**Policy No:**

**5c**

**Date of Adoption:**

**8 June 2020**

**Reviewed:**

**Reference:**

**Procedures:**

- 5c.1 Bus Monitors and Organisation
- 5c.2 Emergency
- 5c.3 Catching the Bus After School