



**HANLEYS**  
**PASSENGER SERVICE**



**Jamestown  
Community  
CHILDREN'S CENTRE**



Dear Parent/Caregivers,

Attached is a Code of Conduct to ensure the safe travel of students, staff and drivers on our school buses. Also attached is the process that will be used to manage student behaviour that is not consistent with this Code of Conduct.

This Code of Conduct has been set up and agreed upon by all parties responsible for this service: Jamestown Community School, St James School, Jamestown Community Children's Centre and Hanley's Passenger Service.

**It is very important that you make time to read this with your child/ren and ensure that they understand what is expected of them.**

If you have any questions or concerns regarding buses, please contact your school Principal.

Please sign and return the tear off slip on the final page and return to the Front Office of your child's school.

Regards,

Kelly Zwar  
*Principal*  
Jamestown Community School

Evan Wrobel  
*Principal*  
St James School

Tegan Carkle  
*Director*  
Jamestown Community Children's Centre

Jason Hanley  
*Director*  
Hanley's Passenger Service



## **CODE OF CONDUCT FOR SCHOOL STUDENTS TRAVELLING ON BUSES**

### **STUDENT RESPONSIBILITY:**

Behave in a manner that ensures the safety and comfort of passengers and drivers:

- Wear a seat belt at all times and sit quietly in my assigned seat.
- Do not engage in verbal and physical abuse towards others.
- Obey the directions of the drivers (e.g. where to sit or remain in the bus).
- Embark and disembark the bus safely:
  - Wait for the bus to come to a complete stop before approaching the bus or leaving your seat.
  - ALWAYS WALK BEHIND THE BUS.
- Refrain from attracting the attention of the driver except in cases of emergency.
- Respect the property of other passengers and ensure that buses are not vandalised.

### **Parent Responsibility:**

- Ensure that your child/ren understand and abide by the rules of appropriate bus behaviour as set out above.
- Ensure that primary age children are accompanied to the bus by an adult in the morning and are met in the afternoon by an adult.
- Be responsible for getting your child/ren to and from school if they are banned from bus travel due to inappropriate behaviour.

### **Bus Driver/Company Responsibility:**

- Expect behaviour that ensures the safety of all travelling on the bus.
- Give a warning to students behaving inappropriately on buses if the behaviour does not cause immediate danger to the driver and passengers.
- Report any inappropriate behaviour to Kelly Zwar (via Jason Hanley for Hanley's Passenger Service driver).

### **Each School's Responsibility**

- Brief all bus-travelling students on the Code of Conduct at the beginning of each new school year and throughout the year as necessary).
- Follow up reports of inappropriate bus behaviour made by parents, the public and the bus driver.
- Enforce the restrictions of bus travel for students who do not follow the Code of Conduct.

Please note: Students are limited to travelling with items that are directly related to curriculum purpose and that fit under their seat. Large or bulky items cannot be transported on the bus.



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## STUDENT BUS BEHAVIOUR MANAGEMENT PROCESS

*Following is the process that the parties responsible for this service have agreed to use to manage the behaviour of students who choose to breach the Code of Conduct:*

### **STEP 1: Minor Behaviour – Verbal Warning from Bus Driver**

- Bus driver (or Bus Company) informs Jamestown Community School (JCS) principal of the incident.

### Processes for all other Breaches of the Code of Conduct:

- Bus driver (or Bus Company) reports behaviour to Jamestown Community School (JCS) principal.
- JCS principal informs St James School principal, if a St James School student is involved or the Director of Jamestown Community Children's Centre (JCCC), if a JCCC child is involved.
- Principal/ JCCC Director contacts student's parents.

### **STEP 2: Repeated Minor Behaviour – Warning & School-based Sanction**

- School-based sanction consistent with the individual school's Student Behaviour Management policy.

### **STEP 3: Continued Minor Behaviour/Serious Code Breach – Formal Warning & School-based Sanction**

- School-based sanction consistent with the individual school's Behaviour Management policy.
- Letter to parent indicating that subsequent inappropriate behaviour will result in a ban for bus travel.

### **STEP 4: Persistent Inappropriate Behaviour/Serious Code Breach – Bus Ban for 3-5 days**

*(Time of ban is dependent on the level of behaviour)*

- Student is banned from travelling on all DfE bus runs for a duration of between 3-5 days.
- During the time of the ban, it is the parent's responsibility to arrange transport for the student to attend school.
- School-based sanction consistent with the individual school's Behaviour Management policy if the student is using the bus on a single occasion (e.g. excursion, sports event, camp, etc.).

### **STEP 5: Persistent Inappropriate Behaviour/Serious Code Breach – Bus Ban – Greater than 5 days**

*(Time of ban is dependent on the level of behaviour)*

- Student is banned from travelling on all DfE bus runs for a duration greater than 5 days. During the time of the ban, it is the parent's responsibility to arrange transport for the student to attend school.
- School-based sanction consistent with the individual school's Behaviour Management policy if the student is using the bus on a single occasion (e.g. excursion, sports event, camp, etc.).

**\*PLEASE NOTE:** Students may progress straight to Step 3, 4 or 5 for serious breaches of the Code of Conduct.



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### **Code of Conduct for school students travelling on buses**



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I understand my responsibility relating to the Code of Conduct and the process that will be used to manage breaches of the Code of Conduct.

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this tear off slip to the front office of your child's school.*