



DARFIELD HIGH SCHOOL BUS PROCEDURES

BUS ROUTINES

- Any student wishing to travel on a bus for which they are not listed, must bring a **written note from home and have it countersigned** by either Mr Jones the Bus Controller or the School office **before 11.15 am on the day concerned, BUT PREFERABLY THE DAY BEFORE.**
- Any bus student who will not be returning home on their bus **is obliged to personally tell their bus monitor in the morning on the day concerned.**

BUS MONITORS

- Bus Monitors are students who are trusted and valued by the staff of Darfield High School. They have our full support.
- Know who your Bus Monitors are. If you have any issues at all, feel confident that they will help you. They have direct contact with Mr Jones, the Bus Controller, to help with any concerns.
- If you do not feel that you are able to talk to your Bus Monitor in the first instance, see Mr Jones.

STUDENT BEHAVIOUR

STUDENT SAFETY IS OF UTMOST IMPORTANCE

In order to ensure orderly behaviour, the following guidelines are expected to be observed by all students:

- No behaviour which distracts the driver is permitted
- All body parts are to remain inside the vehicle at all times
- Nothing is to be thrown from the openings of the vehicle
- Students are to remain seated throughout the journey
- No food or drink is to be consumed while on the bus
- Yelling / abusive language is totally unacceptable
- Any form of bullying is unacceptable
- Students are to politely follow requests or instructions given by the driver and bus monitors

Any student who does not abide by these expectations jeopardises the safety of those travelling on the bus. Therefore consequences will be implemented to maintain the safety of others, such as school detentions, bus contracts, temporary, and ultimately permanent, removal of bus privileges. Please see the Code of Conduct for full details.

BUS BREAKDOWN ENROUTE

When a school bus breaks down enroute and delay is likely to be significant (e.g. 10 minutes or more) the following steps will be taken:

- The Bus Driver and/or Monitor will contact the school immediately.

- The Bus Driver will be expected to make arrangements to transport students to their destinations.
- As soon as practicable, the Bus driver or Bus Monitor will arrange a message to go to one of the next homes on the route, with a request that information on the delay be passed on to the other homes further along the route.
- If the bus is very late in arriving in the morning, students should wait no longer than 30 minutes before proceeding home.

EARLY DEPARTURE OF BUSES

The School Principal will decide whether circumstances call for sending some or all students home early. The Bus Contractor and Bus Controller are expected to give the Principal advice or information relevant to the decision. When the decision to send one or more buses home early is made:

- The Bus Controller will consult with the Bus Contractor as to whether the contractor can provide an earlier service.
- The Bus Controller will contact any other school affected to make appropriate arrangements (e.g. Darfield Primary School if primary students travel on the bus concerned; Windwhistle School if the Windwhistle feeder service is involved).
- The Principal will notify all students and staff affected, asking them to assemble at a convenient point (usually the Hall or the library) under the supervision of a staff member.
- Students will be required to phone a parent before they go home. If students cannot contact home or parents are known to be away, arrangements are to be made for the student to go to the home of a friend or neighbour, until the parents can be contacted. A record will be taken by the office of student that is not going to their own home.
- When the bus arrives at school and all students have made arrangements as above that have been recorded by the office, students are to proceed to the bus.

ACCIDENT

- Students are to remain seated and calm, awaiting instructions from the Bus Driver. Encourage others to do the same. Follow the instructions of the Bus Driver and assist where possible to maintain a calm and orderly atmosphere.
- If the Bus Driver is unable to give instructions, do the following:
 - Listen to the instructions of the Bus Monitors and follow their directions.
 - Encourage everyone to remain seated and calm.
 - If you are asked to evacuate the bus, do so in a calm and orderly fashion, one row at a time, starting from the front. Make sure that you stay together as a group in the nominated place. Don't wander off.

CONTACT POINT

- **Mr Jones** **Bus Controller** aj@darfield.school.nz **3188411**