

GRIEVANCE PROCEDURES

Students

- ◆ If the grievance relates to the action of the bus driver, ask to speak to the driver about your concern. This can best be done before the bus leaves in the afternoon or after it arrives in the morning.
- ◆ If this does not resolve the matter or you do not feel comfortable talking directly with the driver, arrange to speak to the bus Coordinator or another member of the school's leadership team.
- ◆ If the grievance relates to the action of the bus Coordinator, arrange to speak to the Principal.

Parents/Caregivers

- ◆ Contact the bus Coordinator or the Principal to discuss the issue.
- ◆ If this does not resolve the matter, contact the District Office.



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ARDROSSAN AREA SCHOOL

Our vision:

Arrossan Area School will provide a challenging learning environment in which all students' talents can be fostered. Students will strive to be productive learners who are well equipped to meet future challenges in the local and global community.

BUS BEHAVIOUR POLICY

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RATIONALE

Children who are passengers on the school bus are expected to behave in a way that allows safe and comfortable travel to and from school. In particular, the actions of students should not cause the driver to be distracted from maintaining concentration on the road.



BUS DRIVER RESPONSIBILITIES

- ◆ Develop a positive relationship with the students by greeting them by name each morning and afternoon.
- ◆ Speak to the students in an appropriate way when informing them of any expectations and use safety as the reference point for any conversations.
- ◆ Implement the bus rules in a consistent manner.
- ◆ Keep the bus Coordinator informed of any issues relating to bus behaviour.

Initial Response to minor misbehaviour

The bus driver will speak to the student at a suitable time and inform them of what aspect of their behaviour is unacceptable or needs improvement. Specific reference to the bus rules will be made to assist the consistent implementation of behaviour expectations.

BUS DRIVER RESPONSIBILITIES (continued)

Repeated minor misbehaviour

If after the initial conversations, the student again breaches the bus behaviour rules, then this will be reported to the bus Coordinator, using the 'Bus behaviour form'. If the bus driver has instructed a student to change seats during a journey to or from school a form must be filled out. The bus coordinator will determine what action is taken in response to each report.

This will include speaking to the student and contacting the parent (phone or via form) and may also involve an *in-school con - sequence.*

Repeated minor misbehaviours will indicate that the student is not responding to the actions taken. On the receipt of *the third report* in a *two-term period*, the student will be automatically suspended from the bus. This will occur on the day immediately after the report is made.

Serious Misbehaviour

Serious misbehaviour will be immediately reported by the bus driver to the bus coordinator and investigated. If the action of the student is found to compromise the *safety of the bus travellers* or a *law is broken*, then the bus Coordinator is able to suspend the student from the school bus for up to five days. During this period, the student and his/her parents/caregivers must meet with the bus Coordinator and negotiate a bus behaviour contract before the student is able to access the bus service again.



STUDENT RESPONSIBILITIES

- ◆ Develop a positive relationship with the driver by greeting them each morning and afternoon.
- ◆ Abide by the bus rules that are provided and also displayed in the school bus.
- ◆ Respect the driver's directions and understand that all instructions are given to maintain the safety of all passengers.
- ◆ Report harassment on the bus to the bus Coordinator or another member of the school's leadership team so that it can be addressed.

PARENT/CAREGIVERS' RESPONSIBILITIES

- ◆ Reinforce the importance of the bus rules with students who are using the service.
- ◆ Develop a clear understanding of the processes that are used in response to student behaviour on the bus.
- ◆ Support the school in ensuring that the safety of students is paramount.
- ◆ Report any issues relating to bus behaviour to the bus Coordinator or the Principal.

BUS COORDINATOR'S RESPONSIBILITIES

- ◆ Maintain regular contact with bus drivers.
- ◆ Follow up on any reports that are issued.
- ◆ Contact parents/caregivers when the bus driver reports misbehaviour.
- ◆ Maintain records of reported misbehaviour and actions that are taken.
- ◆ Arrange a meeting with parents if there has been a serious breach of bus behaviour.

