



### 5.1.7 BUS BEHAVIOUR PROCEDURE

#### PURPOSE:

New Zealand has a very good school transport safety record. To maintain this record and minimise risks and hazards, everyone using school buses should follow the behaviour protocols and safety tips outlined in this Ministry of Education fact sheet, and Eketahuna School Procedure.

#### PROCEDURE - Expected Behaviour of Students Using School Buses

1. Passengers sit down straight away and remain in their seats for the whole journey.
2. If a passenger is standing, they should stay behind the driver at all times, stand quietly, and not push or move around the bus.
3. Passengers do not eat or drink in the bus.
4. Passengers do not throw objects inside or out of the bus.
5. Passengers use socially acceptable language when talking to the driver and/or other students, and speak quietly so they do not distract the driver.
6. Passengers respect the transport service provider's property at all times (for example, do not stand on seats or vandalise the bus in any way).
7. Passengers do not harass, bully, or abuse other passengers or the driver in any way, whether verbally or physically.
8. Passengers respect others' property and do not interfere with it in any way.
9. Passengers listen to and follow the requirements and instructions of the bus driver and the teacher/s on duty at all times.
10. Passengers do not engage in any behaviour that could put other passengers, the driver or themselves at risk

#### Safety Tips for Students Using School Buses

Getting on the bus:	Getting off the bus:
<ul style="list-style-type: none"><li>• wait in the designated place – well back from the road</li><li>• wait until the bus has stopped before getting on carry your bag in front of you so it does not get caught in the door</li><li>• if seated, put your bag (and anything else you are carrying) on your lap or under the seat in front of you</li><li>• if there are no empty seats, fill the bus from the back first. Put your bag on the floor and hold on to a seat back or handrail</li></ul>	<ul style="list-style-type: none"><li>• wait until the bus has stopped</li><li>• carry your bag in front of you so it does not get caught in the door</li><li>• get off the bus through the front door if possible</li><li>• get off the bus carefully without pushing</li><li>• wait well back from the road until the bus has moved away</li><li>• if you need to cross the road, find a safe place, wait until the bus has moved away and you can see clearly up and down the road, then cross.</li></ul>

#### What Happens if a Student Behaves Unsafely or Inappropriately on an Eketahuna School Bus Run

##### A. MINOR OFFENCES

First offence: Warning

Second offence: Parents notified

Third offence: Written letter. Student removed from the bus for a week

##### B. SERIOUS OFFENCES

For a **serious** offence the Principal has the prerogative to skip a step (or steps) if necessary, particularly if the safety or well being of the children or the public are compromised. If, after due consideration, and following consultation with the **transport service provider**, the Principal feels that offending is likely to carry on or the offence is serious enough to warrant, then the student can be excluded from the bus on a temporary basis, or on more serious cases permanently. In such circumstances it is up to the caregiver to make their own arrangements to ensure they are meeting their legal obligation to get their child to school. Caregivers are not entitled to a Conveyance Allowance in this situation.

Further Information can be found on the Ministry of Education website:

<http://www.education.govt.nz/assets/Documents/School/Running-a-school/School-transport/MOE-School-Transport-Factsheet-4.pdf>