



7th January, 2020

Dear Parents and Guardians,

St Mary of the Angels Secondary College is proud of our extensive bus system and enclose information that forms part of our safety plan. **We require you to read this with your children and on completion sign the attached form and return it to a bus driver on the first day of school, 2020.**

Please find enclosed a bus timetable for the coming year. This timetable indicates your designated stop and the time of pick up. **The designated stop can only be changed in consultation with the Bus Operations Manager, Mr Tom Robinson. It is essential that students are waiting at their bus stop 5 minutes prior to their allocated time.**

As all our bus seats are allocated (each student has one seat on one bus), associated safety concerns mean it is **not possible to accommodate students changing their day to day travel arrangements** (pick-up points and destinations).

Students on St. Mary of the Angels bus system who wish to travel on the state system on any occasion must obtain a permission form from the College Office before the day of travel.

As Bus Rolls are essential for identification of passengers, it is encouraged that students travelling only one way on a particular day notify the driver as they enter the bus.

In the event of a **bus running late**, students should **remain at their stop for a further 30 minutes**. If **after** this time the bus has not arrived they should go straight home and await contact from the College Office.

Due to maintenance reasons or College excursions, it may be necessary on occasions to swap buses around, however the bus route departure order remains the same:

Bus Route No. 1, No. 3, No 4 and No. 9 from Power Street

Bus Route No. 8, No. 7, No. 5, No. 2 and No. 6 from Robertson Street

Buses depart at 3.30 pm sharp

In order that the system runs smoothly and that the students have a comfortable and safe journey it is important that bus rules are followed. It is vital that these rules are studied carefully by you and we strongly request that you discuss these points with your son(s) and/or daughter(s).

In the majority of cases, students behave responsibly on the buses and we are proud of the success of the bus system that we operate.

We would like to take this opportunity to thank you for your support over previous years. We look forward to a continuation of this throughout 2020.

Please complete the slip below as an acknowledgment of acceptance of this letter. This slip is to be returned to the bus driver, when school commences.

Yours sincerely,

Tom Robinson
Bus Operations Manager

Matt Carver
Principal

ST MARY OF THE ANGELS SECONDARY COLLEGE

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BUS INFORMATION

I have read this letter and discussed its contents with my child(ren). We abide by the conditions as outlined in this letter:

Parent/Guardian Name: _____ Signature: _____

Student(s) Name: _____ Signature: _____

_____ Signature: _____

_____ Signature: _____

_____ Signature: _____

CONDITIONS OF TRAVEL – ST MARY OF THE ANGELS BUS SYSTEM

All students need to remember that they are representatives of the College as they travel to and from the College. They should be careful that their behaviour reflects high personal standards that should be typical of St. Mary of the Angels students. As well as obeying any laws which are applicable, students should also remember to observe traditional rules of courtesy and politeness. Students are expected to wear the uniform correctly.

To ensure the safety of all passengers on College buses, the following conditions apply at all times.

To ensure travel on College buses, students must agree to the following:

- Not throw anything from a bus window or have anything hanging out a window.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Do not distract drivers with loud or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to a bus that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 5 minutes prior to departure.
- Do not eat or drink while on the College bus; the exception being water bottles for drinking purposes.
- Listen to the bus driver and bus captain. They are responsible for maintaining College bus safety and also have the authority to report any misbehaviour or vandalism.

Behaving inappropriately on a College bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The offending student's name and full details of the breach will be recorded.
- The breach will be reported to the Deputy Principal - Wellbeing & Development.
- The coordinating Deputy Principal - Wellbeing & Development will take disciplinary measures in accordance with the guidelines below.

Following the report of a relevant incident, the coordinating Deputy Principal - Wellbeing & Development may take the disciplinary actions below:

- First breach – verbal warning to student by Bus Operations Manager.
- Second breach – written warning to parent/guardian by Deputy Principal - Wellbeing & Development.
- Third breach – one week suspension of student from College bus travel by Deputy Principal - Wellbeing & Development.
- Fourth breach – the student will not be allowed to travel on the College bus for the remainder of the year.

A serious breach that endangers other students, bus staff or property will result in immediate suspension from bus travel.

Responsibilities of parents / guardians

Parents/guardians are responsible for transporting their children to and from their authorised bus stops and their safety at the bus stop while waiting for the bus.

It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents and to keep bus stops clear of all vehicles.

College bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.

The College reserves the right to implement supplementary strategies to the above at any time as it sees fit – to ensure the safety of all students and drivers on the bus system.