COLLEGE BUS POLICY

Year Adopted 2009

POLICY AREA (College Bus)

RATIONALE: To provide safe travel for students of Mercy College Mackay when being transported between school and other venues on the college bus.

VALUES: Care, Concern and Responsibility of those in our care.

POLICY:

The bus is to be used only for educational purposes involving students and staff of Mercy College Mackay or associated Catholic schools.

The college bus is primarily intended for trips in the immediate vicinity of Mackay with no cost for Mercy students.

Trips outside Mackay and its immediate vicinity will be done on a cost recovery basis taking into account fuel and driver expenses.

When travelling on the college bus, Mercy students and staff will all be allocated one seat per person with seat belts worn at all times.

PROCEDURES:

Staff

• A staff member driving the bus must be correctly licenced and in an appropriate psychological and physical state to safely carry out such a duty.
• It is always preferred to have a separate driver to the supervising teacher. The teacher as both driver and supervisor is only possible for short trips in the Mackay area.
• The driver is required to make a brief entry into the log book following each trip.
• The driver must have their own log book for recording time, distance etc when driving in excess of 200km.
• A driver must not exceed legal limits in regard to time actually driving and passenger numbers.
• Bookings and driver must be arranged through the Office Manager.
• The bus bookings may be accessed via the Bookit program.
• Priority in bookings is to regular class groups as part of a unit of study. One off unit excursions will have next priority but must negotiate clashes on regular bookings.
• A non teaching bus driver must not drive a group of students without a supervising teacher on the bus.
• A supervising teacher must direct students to fill the bus from the front seats and sit to the immediate rear of the students.

Students
• **NO food or drink** other than water is to be taken on the bus. Bags are to be stowed in the rear locker.
• Students are to fill up seats from the front of the bus. The rear seat is NOT to be used by students unless bus numbers exceed thirty students.
• Students must be dry when getting onto the bus following swimming lessons or excursions.
• Students are not to board the bus prior to a staff member being present. Entry to and exit from the bus must be regulated to ensure safety and appropriate behaviour by the students.
• Students are expected to behave as in a classroom while on the bus. i.e. respect the environment, no chewing gum, follow teacher directions etc.
• Incidents of unacceptable behaviour on the bus should be dealt with using RTP principles. Front seat of the bus or a seat in close proximity to the teacher should be kept free to act as a withdrawal location.
• A student subsequently disrupting in this location would be treated as if they were in the RTC at the college.