



KEEPING CHILDREN SAFE ON BUSES

VIGILANCE IS NEEDED TO ENSURE A CHILD IS NEVER LEFT ON A BUS AFTER THE JOURNEY IS OVER

It is essential that children who travel on a school or service bus are safe. They should never be left alone or unsupervised. It's also important to ensure children who should be on the bus are on-board.

A child being left unsupervised on a bus at any time is very serious. There can be significant physical and/or emotional consequences for the child. Vehicles parked in locations with or without shade can quickly reach dangerous temperatures. It can also be very traumatising for a child's parents/guardians and those responsible for caring for the child.

Ways to ensure children safely board and alight the bus

Be vigilant and ensure checking by all adults who have a duty of care responsibility to children. This includes the bus driver, educators/teachers and other service/school staff. Have a clear and detailed policy and specific practical procedures. In particular, at the end of the bus journey, walk down the aisle of the bus. Look carefully to make sure not child is on, or under any seat on the bus. Conduct head counts, sign children on and off the bus, record care bookings and absences for each day.

Double and even triple checking procedures need to be in place. These need to be implemented to ensure that all children are accounted for at the beginning and end of a bus journey. If a child is identified as being absent, immediate action needs to be taken. This includes a physical check of the bus, contacting the parents and searching for the child. Ensure all the children and adults, including the bus driver, who are involved in bus travel receive adequate induction. They need to know exactly what behaviour and practises are expected and to be committed to implementing them.

Help make it a safe and smooth ride for children in your care

- A person of authority must deliver and receive children to and from the bus.
- Sign children on and off the bus as they actually get on or off.
- Conduct a physical inspection of the bus at the end of the journey.
- Conduct head counts and record all attendees and absences. Check, and double check and triple check children numbers act immediately if a child is missing





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Drivers of departmental owned buses must:

- Ensure the safety and behaviour of students while they are entering, travelling in and alighting from the bus and report continued or serious misbehaviour to the Principal. *Drivers must not under any circumstances put students off the bus as a disciplinary measure or use any form of corporal punishment.*
- Observe the requirements of the Road Traffic Act and obey all signs, signals, road restrictions and be courteous to other road users. At all times observe local speed restrictions, exercise judgement and regulate speed according to the road and weather conditions.
- Use discretion in an emergency situation, on no account leave children unsupervised in such a situation.
- Before each trip, check tyres, coolant level, engine oil level, brakes, horn and steering. Ensure that all lights are operating and that lenses, reflectors mirrors and front and rear windows are clean.
- When carrying students ensure that the lights are switch on low beam.
- Ensure doors are closed when the bus is in motion.
- Ensure that keys are not left in the ignition when the bus is not being driven and the bus is locked when unattended.
- Avoid reversing the bus unless a responsible person is available to provide guidance
- Ensure that children sit in assigned seats and this procedure has been authorised by the Principal or teacher in charge.
- Complete log book on every trip.
- Ensure that fire extinguishers are regularly checked.
- Ensure that first aid kits are maintained in a clean condition and stocked
- Report all accidents immediately
- Do not drive in bare feet, thongs or derivatives or high heeled shoes.
- Do not use ear plugs, ear muffs or ear phones while driving a bus.
- Do not set children down at other than their normal bus stop without specific approval.

Further Information: School Transport Policy-October 2017 (Location: edi.sa.deu.au)





STUDENTS

BEHAVIOUR ON VEHICLES

- Students are not to change seats
- Students are not to run up and down the aisle or jump on seats.
- Seatbelts must be worn at all times
- All body parts must be inside bus at all times.
- All students must listen to the driver at all times.
- Listen to instructions from the driver and teachers in charge.
- No screaming or yelling.
- No throwing food items or drinks around the bus.
- Treat each other with respect.
- No swearing or bullying at any time.
- Respect and care for the vehicles at all times.

