



Transportation Policy & Procedure

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Safety is paramount in the use of the School's Bus.

Drivers should remember that while driving an Australian Islamic College bus they are the most visible representative of the College. Their fundamental duty is to ensure the safety of our students and this responsibility should be reflected in their driving habits. All safety rules for drivers will be strictly enforced.

Purpose of this Policy

1. To ensure that travellers and bus drivers enjoy safe and incident-free travel.
2. To establish rules and regulations to be carried out by travellers and bus drivers.
3. To maintain a high standard of behaviour by travellers and bus drivers.
4. Ensure that the drivers follow the passenger loading of the bus.

Driver Regulations

1. **Do not speed.** Drive at the appropriate speed for the road and weather conditions. Delivering students to school and home safely is more important than being on time.
2. The driver will ensure his/her bus is equipped with a first aid kit at all times. If items in the kit need to be replaced the driver must contact the Bus Department immediately. The kits are to be stocked and left in the bus at all times.
3. The driver will keep his/her bus interior clean at all times.
4. The driver will be responsible for pre and post trip inspections, which will include safety equipment such as first aid kits and fire extinguishers.
5. The bus should not be late to pick up students unless allowances are being made for weather or road conditions.
6. Bus routes should be driven the same direction morning and afternoon. The only exception to this rule will be to allow less time on the bus for handicapped students.
7. All buses should arrive at their designated campus by 8.30am before the assembly starts.
8. Drivers will make sure that all necessary forms which are required for their employment and certification are completed.
9. Drivers must make sure that all forms and reports required by the Transport Department are filled in properly and handed to the office in a timely manner.
10. Any mechanical problems with the vehicles should be reported to the Transportation Supervisor using the correct form/s.
11. Male and female students should be seated separately.
12. The use of a cell phone by the driver while the bus is in motion is strictly prohibited.

Student Regulations

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and fully.
2. Students should be courteous to other students and bus driver.
3. Students must never stand in the roadway while waiting for the bus. They shall wait a sufficient distance from the pavement to allow room for the bus to pull off the pavement onto the shoulder.
4. Students must be on time; the bus cannot wait for those who are not ready.
5. Unnecessary conversation with the driver is prohibited. The driver needs to give his/her full attention to driving.
6. Students must not throw waste paper or other rubbish on the floor of the bus.
7. Throwing of anything from the bus is strictly prohibited.
8. Students must not, at any time, extend their arms or heads out of the bus windows.
9. Students must not try to get on or off the bus or move about within the bus while it is in motion.
10. When exiting the bus, students must follow the directions of the driver and must follow the road safety rules.
11. Student must not consume any food or drink in the bus.
12. Student must not play any loud devices in the bus.
13. Student must not change seats when the bus is in motion.
14. Student must pay bus fees on time.
15. Damage caused to the buses by students may be charged to the parents.

Parent Regulations

1. Parents are not allowed to get into the buses and approach other students with the aim of resolving issues. Please see our disputes and complaints policy which is available on our school website for any disputes and conflicts.
2. The school does not provide a one way service unless parents are willing to pay full fees (both morning and afternoon) and make a reservation for the whole term.
3. Students will only be picked and dropped off at the same address.

The following items are specifically prohibited and the violator should be referred to the principal for conference and corrective action:

1. Committing an act of defiance against any driver, either in action or language.
2. Fighting, profanity, or obscenity.

3. Wilfully defacing, damaging, or destroying public school property.
4. Consuming food and drinks in the school bus.

Specific Rules for the Driver

1. The driver shall maintain discipline on the bus at all times, and shall report daily any violation or misconduct by the students to the school principal. It is the responsibility of the school principal (not the driver) to decide which students are to be suspended from using the bus service.
2. Drivers are not to leave their buses unattended unless it is absolutely necessary. A great number of problems arise while the driver is absent from his/her bus.
3. If a student misbehaves, drivers are to fill out the student behaviour form which will then be passed on to the correct people. Drivers should never discipline students, only communicate safety needs (sitting) and noise/damage. (Never bring a student to the principal having already promised him/her of removal of bus privileges. When you bring a student to the principal, the principal will decide on the corrective measures. It is not your job to act as the disciplinarian.)
4. Caring for the safety of students is a tremendous responsibility and driving a school bus requires the use of sound judgment.
5. Only students that are in the bus list are to be picked up and dropped off.
6. Students are to be dropped off at the address listed in the bus list unless approval has been given by the principal.
7. Do not abuse school buses in any manner. If you have been approved to take the school bus home the school buses cannot be used for personal use.
8. Bus drivers should refrain from any physical or verbal abuse to students at any time.
9. Bus drivers should notify the college of the delays in transporting children, morning or afternoon.
10. Drivers are not allowed to transport students to the shops or deli at student's requests.
11. Drivers must record all the times they use the bus in the bus log book.

Regulations for use of school bus for Excursions

It is our desire that an activity trip be a pleasant experience for students, staff, and bus drivers. In order for this to be possible, certain regulations shall be observed by all parties. The minimum rules are listed for each group.

No vehicle will be assigned without a request made through the transport coordinators office. If a request is not received or is received with extremely short notice, a vehicle may not be assigned.

A. Bus Drivers

1. A driver should have the vehicle at the designated loading area **at least 30 minutes** before departure time.
2. The vehicle should be clean and in good condition.
3. The driver is responsible for driving the vehicle in a safe manner to any place or places that the teacher may direct.
4. The use of a cell phone by the driver while the bus is in motion is strictly forbidden.
5. Upon arriving at the destination, the driver is not to leave for a tea break until he/she has checked with the teacher to be sure that he/she is not needed at that particular time.
6. When travelling in convoy, each driver should maintain a safe distance from the vehicle in front. The driver is responsible for maintaining a visual contact with the vehicle behind.
7. **The conduct of the pupils is the responsibility of the teacher and the driving is the responsibility of the driver.** In the event that pupil conduct becomes unruly to the extent that it creates a hazardous driving condition, the driver shall request the teacher to correct the situation. In the event that the teacher will not or cannot correct the situation, the driver may pull off the road in a safe place until the conduct of the students becomes satisfactory. This is a last resort and should be used very sparingly and only if student conduct has gotten out of hand to the extent that it creates a dangerous driving situation. Extra loud talking, occasional changing of seats, and incidents of this nature are not a sufficient cause for stopping the bus.

B. Staff on Excursions

1. **Staff on Excursion are in charge of pupils and pupil behaviour on the bus during activity trips.**
 2. Staff are to ensure that pupils remain in their seats once the bus is in motion.
 3. *Teachers* are responsible for seeing that student regulations are carried out.
 4. Staff on Excursion are to observe the conduct of students at all times.
- It is suggested that the teacher position himself/herself in the middle or the back of the bus where he/she may more readily observe the students and their actions.

C. Students

1. Only students who are current students of Australian Islamic College will be transported in school vehicles to activity events.
2. Students are expected to be at the departure point at least ten minutes before departure.
3. Once the bus is in motion, students are not to change seats or walk up and down the aisles.
4. Students on an activity trip are subject to school control just as much as if they were in the classroom. Students who violate school rules or refuse to obey the teacher will be subject to disciplinary procedures.
5. All students attending an extra-curricular activity who ride the bus must return on the bus unless the parent personally makes special arrangements to pick up the student.
6. Parents requesting special arrangements must go directly to the class teacher or principal to get approval of any changes or alternate arrangements. The class teacher or principal will inform the driver of any changes in the ridership.
8. Throwing anything from the bus is strictly prohibited.

It is hoped that all persons involved in school activity trips will conscientiously observe the above rules. Violations of the above rules by drivers, teachers or students should be reported to the Principal or to the Business Manager. We should all be willing to take special care of our buses.

Drivers need to drive safely and pay attention to the mechanical workings of the vehicles.

Teachers need to support our safety effort by keeping students under control and making sure the buses are left clean after a trip. Students should cooperate with the teachers and bus driver, follow the rules, and help with the cleanliness of the bus.

Route Bus Speed Limits for Different Types of Roads

Your speed should always be adjusted downward for any road hazard or extremely rough areas. Remember school buses have extremely stiff suspensions and will bounce to the point that the wheels/tires may leave the ground if a rough area is hit at an excessive speed. Do not allow this to happen.

Administration

1. All school buses are installed with a CCTV camera. The purpose of this camera is to discourage students from misbehaving and capture any incidents that may occur while the bus is in motion. All bus drivers are required to take adequate care of the cameras and only use them when needed. *Refer to Appendix B for CCTV Camera Guidelines for Buses.*
2. Under the direction of the Executive Principal, a responsible officer is appointed to ensure that guidelines and procedures and relevant legislation are followed by all who use the bus.
3. The Transport coordinator is responsible for all daily management of the bus area.
 - a. All records relating to the bus are to be stored in the School's Transport office.
 - b. Auditing and maintenance will be done as required.
4. Use of the bus is recorded in the bus log book.

Driver Certification and Monitoring

The Responsible Officer must ensure that all staff driving the bus have a current driver's license with F Endorsement. Bus drivers should be familiar with emergency procedures and the general operation of the bus and the passenger vehicle capacity. *Refer to Appendix A for the Emergency and Breakdown Procedures.*

Implementation date: [February 2017]

Approved by: [Executive Principal]

Next review: [February 2018]

Appendix A

A copy of the Emergency Procedures and Breakdown Procedures must be displayed on the bus.

Emergencies

1. Stop at once.
2. As much as possible, ensure that the bus is not posing a further traffic hazard.
3. Offer first aid assistance to anyone who might be injured.
4. For more serious injury, the ambulance services should be contacted on 000.
5. Once the above actions have been completed, contact the Transport Coordinator on 0413 046 559.

Accidents

1. Exchange name and address with the other party involved. Also obtain the name of their insurers and record the make and registration number of the other vehicle.
2. Record the names and addresses of as many witnesses as possible at the scene of the accident.
3. Report the accident to police if required to do so by state traffic laws or by-laws.
4. In the case of damage to third party property where no other vehicle is involved, for example fence and gates, notify the owner of the affected property as soon as possible, preferably prior to leaving the scene.
5. Where the vehicle is unable to be driven, it is to be towed to the nearest authorised repairer.
6. Report the matter to the Principal and Transport Coordinator as soon as possible.
7. Complete incident form.

Breakdowns

Any breakdowns, faults or other mechanical defects shall be immediately reported to the Transport Coordinator. Alternative transport will be arranged. The maintenance and repair of such defects shall be attended to forthwith.

Passenger Safety

A copy of the Code of Behaviour for Passengers and Drivers is displayed on the bus.

Maintenance Management and Roadworthiness

- 1 A pre-departure inspection check is required at the beginning of every day.
- 2 Drivers must report any mechanical and electrical faults immediately to the Responsible Officer.

- 3 Any faults found, whether identified during pre-departure inspection or after, is to be recorded on the Pre-departure Inspection Sheet or the Driver Log Sheet.
- 4 The Responsible Officer will ensure that the Pre-departure Inspection Sheet has been completed daily.
- 5 The bus is to be left clean and fully fuelled.

Appendix B



AUSTRALIAN ISLAMIC COLLEGE

CCTV CAMERA GUIDELINES FOR BUSES

All bus drivers must adhere to the following guidelines in relation to the use and care of CCTV cameras.

1. Take care of camera and memory card.
2. Remove camera from the bus when it is unoccupied by the driver.
3. Do not access (play, edit, delete etc.) recording under any circumstance.
4. Do not take the memory card out of the camera.
5. Do not switch off the camera at any time while the bus is occupied by any of the students.
6. Provide the card to the management (Principal, Dean of Students, HOP, Transport Coordinator, Business Manager) only when there is an issue on the bus or when requested.
7. Do not leave the camera unattended at any times.
8. The camera and the card is and will remain property of the school.

I have read and understood the above guidelines on the use and care of the CCTV Cameras installed in my bus. I understand that if I have questions, at any time, regarding these guidelines I will consult with the Transport Coordinator or Business Manager on the matter.

Employee Signature: _____

Employee Printed Name: _____

Date: _____