



Crystal Brook Primary School

Narridy and Merriton Bus Use Procedure



Rationale

The following policy is based on the safety of students, drivers and other road users, provision of a quality service to families and ensuring that we comply with relevant legal requirements and DECD bus regulations .

Procedure outline

- 1. Eligible** students = those students who live **more than 5 km** from the school (morning and afternoon access) and to be at least of Kindy age.
- 2. Approved** students = those students who live **within a 5km radius** of the school **or closer to another bus route but go the Crystal Brook Primary School.**
- Enrolled kindergarten children are classed as **Approved** and if outside the 5km radius may travel on the bus at all times if there is a seat available on the bus.
- 4. Approved** school students will be permitted to use the bus in the **afternoons** subject to the following conditions:
 - Approved Enrolled kindergarten children who will become Eligible School students in the future, will have priority over Approved school students in the afternoons.
 - Students living furthest away will have priority for a seat on the bus over those living closer to the school.
 - Parents need to be aware that approved students may not be able to travel on the bus in the afternoons, due to available seat numbers. Parents will therefore need to be contactable in case students need to be collected from the school. You will need to make sure your contact information is current and correct with the school.
- 5. Friends on the bus.** Friends are now allowed to travel on the bus in the **afternoon only** subject to the following conditions:
 - Parents of the "friend" who will be travelling on the bus with a current bus user must contact the school by 10am to request that their child travels on the bus.
 - Parents of the "friend" must be contactable during the day if the school becomes aware of seat numbers changing, therefore allowing the school to notify them that they must collect their child as normal.
 - Parents of the "friend" are responsible for their child's alternative travel arrangements if the bus is full.
 - *Please note that this is seen as a privilege and not a right. Frequent use by the same family may be seen as unfair to other families, so please treat this addition in a realistic manner.
- 6. All users** must abide by the School Bus Behaviour Policy.

FINAL DECISION

Since bus numbers, circumstances and situations are always changing, and differ between the 2 buses, certain exceptions can be made. These exceptions will be based solely on current seat availability with the Principal having the final overall say.

Exceptions for individual situations that warrant consideration and may include:

- *Access in the morning for those approved Kindergarten students, who will become future eligible school students.
- *Approved students having access to travel in the mornings, furthest out having first right of access.

These issues may be discussed privately with the Principal.

REVIEW: This Policy will be reviewed regularly to ensure that it meets the needs of the community and is workable for the school.