



BUS TRAVEL POLICY

Code of Conduct

To and from school and Excursion

Many students in the College travel to and from school via the local bus services (Busways), in addition students often travel to offsite activities on both external providers and the **MPAC (Cumberland)** bus. The safety of all students travelling on a school bus is of paramount importance. Students are required to uphold the Marsden Park Anglican College Student Code of Conduct, which emphasises our values of Live, Love and Lead to and from school.

Students are to care for each other and will take care of the bus. In addition to the Student Code of Conduct, the following is required for students travelling to and from school on the local buses and the MPAC buses.

Bus Requirements

1. Student Behaviour

Driver and student safety is paramount and accordingly, all students are expected to conduct themselves appropriately whilst on the bus. Parents are asked to discuss the expectations for bus travel with their child/ren.

Buses are equipped with video surveillance for added safety and security

1. Students are expected:

- a. To always remain seated unless alighting and wear a seatbelt
- b. Report seatbelts to the bus driver if not working
- c. Not to play with the seatbelt or interfere with another student's seat or seatbelt
- d. No objects are to be thrown in and or out of the bus at any time
- e. Noise levels from students are always to be on a safe and acceptable level. Shouting is not permitted
- f. Students using headphones / earphones must ensure the sound is confined to them only
- g. Students are not to view videos that would not be allowed at school e.g. videos which display violent and sexually explicit content or other content that causes alarm or offence are not viewed
- h. Students are not allowed to call out or signal to any person outside the bus
- i. Students are not to take items onto the bus, which is prohibited at school
- j. Students must not use inappropriate language or verbally abuse anyone on or outside the bus
- k. All students must follow instructions given
- l. Not eat or drink whilst on the bus. Drink bottles containing water are permitted
- m. To remain seated during transit, and wear their seatbelts whilst travelling (siblings may assist Pre-Kindergarten children if required)
- n. To be polite and kind to fellow passengers
- o. To keep any sport equipment/ balls secured within a bag; and
- p. To follow any instructions from the driver or other staff members



2. Pick up and drop off procedures:

- a. Students are expected to be ready at the bus stop **5 minutes before** the scheduled departure time. **Buses will not wait for students** who are not at the bus stop when the bus arrives. From time to time, younger children may fall asleep in the afternoon. In this event, parents may be asked to enter the bus to collect their child
- b. If the driver has concerns about student conduct whilst the bus is in transit, the driver may pull over in a safe place and address the students involved. Students may be directed to relocate to another seat, until they arrive at school or the bus stop
- c. The driver will advise the school of any concerning behaviour or incidents. Video footage may be reviewed, and the matter will be investigated by the school
- d. Students are expected to exercise the highest standard of courtesy and behaviour while on the bus for reasons of safety and wellbeing of all passengers and the driver
- e. Students are expected to wear their uniform according to the MPAC uniform standards whilst travelling to and from school and on school excursions
- f. In the event of continued poor behaviour on the bus, parents will be asked to meet with the school, to work in partnership to resolve the concerns. Further concerns in conduct on the bus may result in temporary or ongoing exclusion from bus travel

3. Notice Periods:

A full calendar months' notice is required for termination of the bus service. Bus cards must be returned to the school office.

4. Government buses:

When NSW Transport begins providing government buses to areas currently serviced by the school's contracted external bus company's buses, the school reserves the right to cancel these bus services within 7 days. In such circumstances written communications will be provided to parents from the school.

5. Lost cards:

If your child loses their card, please email admin@mpac.nsw.edu.au and a replacement card will be issued. Please note, a replacement fee will be charged to your school fee account at the beginning of the following term.

6. Billing:

The cost of the bus service will be billed via the school fees. Fees are charged for the full week regardless of how many days the service is used. Families on direct debit arrangements will need to make an additional payment at the beginning of each term to cover the cost of the bus service. Access to the bus service may be withdrawn if school fees are in arrears.

We would like to inform you that our prices are subject to change due to fluctuations in ongoing costs. While we strive to maintain stable pricing, occasional adjustments may be necessary to continue providing the highest quality of service.