



School Bus Policy

Introduction

The purpose of this policy is to provide clear criteria for the transportation of learners attending Almalja Montessori School. Learner transport is the transportation of learners to and from school, usually by bus, arranged by the school and paid for by the parents.

Parents or guardians are responsible for the safety, conduct, and the timely arrival of their children to, from, and at the designated school bus stop before the arrival of the school bus for pick up. All students are expected to be at the stop 10 minutes prior to the scheduled pick-up time and should be ready to immediately board the bus. The school bus is not obliged to stop in front of every pupil's house especially if two or more pupils reside on the same street or adjacent to each other.

Our drivers are not permitted to pick up or drop off students at stops other than their assigned stops unless a clear instruction is provided by the school admin.

School Bus Rules

- Remain in your seat, facing forward, for the duration of the trip.
- Respect the window boundary: No body parts protruding.
- Respect other riders' personal space: No physical or verbal attacks. No taunts. No harassment. No bullying.
- Do not disrupt the driver with your voice or actions.
- Do not tamper with bus controls, emergency exits or safety equipment.
- Do not compromise the safety or well-being of others.
- Follow the instructions from the driver.
- Ride your assigned bus and get on and off the bus at your assigned stop.
- No drinking or eating food on the bus.
- Keep all body parts inside the bus at all times.
- Do not throw items from the bus or inside the bus.
- Aisles must remain free of book bags and other objects
- No horseplay, fighting, boisterous or improper conduct.
- No profanity or obscene gestures directed at the driver or other students.
- Taking photos is not allowed on the bus.
- Weapons or unsafe objects are not allowed on the bus.
- Restitution will be required for vandalism to bus or bus seats
- No tobacco, alcohol, drugs or any other controlled or unauthorized substances are allowed on the bus.

Responsibilities

The School:

- The school ensures that all the required transport regulations are complied with consistently.
- Vehicles are checked regularly (every six months) for roadworthiness and safety.

- employs the bus driver and the bus escort.
- informs bus driver of a new home address or other changes.
- pass on reports of any safety concerns to bus driver and bus escort.

The Driver:

- safe transport of those on board the bus, informing the school for any dangers due to behavior or for other reasons.
- time-keeping: a 5-minute wait period only is allowed at each house. If a child is not brought to the bus within the 5-minute period, the driver must drive on to collect the next child and parents/ guardians will need to make their own transport arrangements that day.
- safe delivery home: if a parent/ guardian is not at home to receive the child in the afternoon, the driver is obliged to return the child to the school and the parent/guardian pick the child up.

The Bus Escort:

- meets the parent and child at the bus entrance.
- assists the child to board.
- secures the child's seatbelt.
- watches over the safety and well-being of the children.
- informs the school if aware of a child causing danger to themselves or others on the bus journey.

The Parent/Guardian:

- brings the child to the bus each morning.
- receives the child at the bus in the afternoon.
- informs the escort/ driver in advance if their child will not be attending school so the bus does not make a wasted journey.

- informs the escort/ driver in advance if their child will not be returning home on the bus, i.e. when a child is collected from school.

NOTE: Please note that, for safety reasons, both driver and escort are not allowed to leave the bus to knock on your door or to deliver your child home.

Bus Transport: Changes or Concerns

- If you need to change transport arrangements for any day, please contact the school well in advance.
- If there is a family emergency, you must arrange with the school that a named adult will be at your home to meet your son or daughter when the bus arrives.
- If you are planning to move house, please let the school know as soon as possible.
- If you have any concerns about the safety of your child when on the bus, please speak first to the driver. If you are still unhappy, please contact the school.