



Protocol for the school's bus service

Please be reminded of the following protocol relevant to users of the school's bus service.

In the case where a child will not use the bus service due to illness etc:

- ❖ Let the school know the day before **or** contact the bus driver directly via text message
- ❖ If the occasion permits, then the bus driver will be informed by the school of the changed circumstances. This communication will utilise the school's mobile phone.
- ❖ If the driver is not aware of the circumstances as to why the student is not at the bus stop, the driver, **out of courtesy, will wait a period of two minutes only** before continuing with their bus route. The two-minute period starts from the time stated as the departure time on the timetable.

In the case where the bus is ahead of schedule:

- ❖ The driver will hold the bus at the stop until the departure time. The bus driver will hold the bus for an extra two minutes if a student is not at the stop.

Parents and caregivers are reminded that the Principal's permission must be obtained before students other than the regular passengers on the bus can use the bus service.

In the case where a child has an occasional change of bus stop:

- ❖ Let the school know by phone or written note. The child is given a note from the Front Office to be given to the bus driver advising the bus driver of the change.

AFTERNOON RUN - In the case where there is no-one at bus stop:

- ❖ The driver out of courtesy will wait for two minutes and then continue their bus route and your child(ren) will be returned to school where you can collect them.

BUSES WILL ONLY STOP AT DESIGNATED STOPS

PLEASE TAKE NOTE OF THE TIMES THAT THE BUS WILL DEPART FROM YOUR STOP! These times are on the timetable that are circulated to all families.

PLEASE MAINTAIN PUNCTUALITY – BUS PICK –UP TIMES ARE TIGHT AND DOES NOT PERMIT LATECOMERS AS IT REALLY AFFECTS THE SCHEDULES.

THESE PROTOCOLS ARE DESIGNED TO ADDRESS GENUINE ABSENTEEISM

Reviewed 2017, Next review 2019