



Friday, 2 February 2018

Dear Parents

**RE: TRAVEL ON COLLEGE BUSES**

At Calvary Christian College we are proud to offer families an extensive bus service providing your child transport to and from the College each day. To ensure the safety of all children who travel on the College Bus Service, each student participates in an annual training session to reiterate behaviour expectations, processes for getting on and off the bus safely and guidelines for how to respond in an emergency situation. This letter summarises this training – parents are also encouraged to read through pages 4-8 and page 12 of the 2018 Secondary Student and Parent Handbook as this will help you understand and become familiar with our expectations.

***Conditional Service***

We wish to provide our Bus service to assist our busy families, however the safety of all of our students and staff is our highest priority and so those students choosing not to comply with our expectations will be unable to access this service.

***Code of Conduct***

In regards to expectations of behaviour – the Code of Conduct applies to all students accessing the College Bus Service.

***General Behavioural Expectations***

Some of the expectations of our students when travelling on the College Bus Service include:

- Students will only be picked up and dropped off at designated stops.
- In the morning, students are to ensure they do not arrive late for pick up – this will ensure the service runs on time and all students are punctual to school.
- In the afternoon, students are to promptly make their way to the buses as soon as they are dismissed from their final lesson. This will assist us in getting students home as quickly as possible. Buses will leave promptly at 3:15pm.
- In the afternoon, students wait for the bus at the designated area – they may enter the bus once the Bus Driver has given them permission to do so, and once their name has been marked off the roll. They are to enter the bus in an orderly manner and once their name has been marked off the roll they are not to get back off the bus.
- Students must treat others and property with respect at all times. Damage caused to any College Bus will not be tolerated.
- Students must follow instructions given by the Bus Driver at all times.
- Students are to sit or stand in the area indicated by the Bus Driver.
- Students are to place their bags under the seats or in the designated compartments.
- Students must wear the seat belts if they are provided and face forward at all times. Students are not to move around the bus once it is in motion, and they must keep their feet off the seats.
- Students may socialise quietly, or use personal technological devices appropriately – though they must be careful not to cause a distraction for the Bus Driver.
- Students must keep windows shut unless given permission to open a window by the Bus Driver – if the window is open, students must be careful to stay within the bus and not allow any part of their body to protrude out of the windows.
- Students must not consume food or drink while on the buses.



- Students must not throw any items around the bus or out of the bus.
- Students must wait for the bus to completely stop before standing up to leave.
- All students using the service have the responsibility of reporting any misbehaviour or damage caused to the buses directly to the Bus Driver or the Secondary Office.

***Consequences***

Students choosing to misbehave while using the College Bus Service will receive consequences in accordance with the College Code of Conduct. Please be aware that consequences may include a student being unable to access the College Bus Service.

We appreciate your support in revising this information with your child at home to assist us in ensuring we can continue to provide a safe Bus service for our families. Please contact the Secondary Office on 4722 9220 if you have any questions regarding this information.

Yours faithfully

Mrs Rebecca Miller

Director of Secondary College