

Policy number	025		
Drafted by	Mary-Anne Revell	Last Approved by Executive	August 2021
Responsible person	Steven Nicholas	Scheduled review date	August 2024

**Rationale:**

Riding on the bus to and from Olivet is always to be seen as a privilege and not a right. It is important that a place on the bus is not taken for granted by students.

**Implementation:**

**GUIDELINES FOR STUDENT USE OF OLIVET BUSES**

1. Parent/Guardian's accept responsibility to have students at the appointed bus stop on time for drop off and be on time for pick up. Parent/ Guardian's will notify the bus driver by text or phone call to advise if any of their children will not be on the bus and also notify the school of the student's absence. Keep in mind bus drivers will not pick up the phone while driving so text is the best option. It will be checked when they stop.
2. Bus drivers accept responsibility they will not leave the designated pick-up point before the appointed time.
3. As all buses are fitted with seatbelts, no passenger is permitted to stand or travel standing whilst the bus is in motion.
1. Seatbelts must be worn by the driver and all passengers at all times.
2. No food (including chewing gum) or drink is to be consumed on the bus without driver permission.
3. In accordance with the College's policy of showing respect to all students and staff, it is expected that students will behave at all times in a way that is considerate to the bus driver and to all fellow travellers.
4. Noise levels are to be kept to a minimum for consideration to fellow travellers, the bus driver and for safety reasons/driver concentration.
5. **Digital Media on Buses:** The College strongly encourages responsible use of electronic devices while travelling on the College buses
6. **Digital Media at School:** There is a mobile phone policy in place for students at school, as well as on excursions, camps and extra-curricular activities. Students must keep their mobile phones, on silent mode or turned off, in their bags unless permission is given to make a call from the Principal, camp coordinator, or class teacher. If mobile phones, or other digital media is used without the express permission of the Principal the items will be confiscated for an indefinite period of time at principal's discretion; returned end of day/ end of week- depends on attitude of the student
7. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones either at College, or travelling to and from the College.
8. Non-bus travelling students who wish to travel to and/or from College on any occasion must seek prior permission from the Business Manager by phone or email to confirm a space is available and for safety records.
9. Students travelling on buses are required to wait at the gate inside the grounds until their driver gives them permission to move to the bus.

To avoid all unnecessary risks, all F - 2 students other than those travelling on buses must remain in the College grounds until they are collected at the gate by parents.

## **EMERGENCY PLAN**

As part of our College Emergency Plan it is necessary for us to remind all parents and guardians of our procedures in the event of a bushfire. This information is relevant only when there is a fire that was not pre-determined as Code Red, when all students would naturally be at home with their families.

### **Bushfire Information for Parents**

A copy of the school Emergency Plan policy is kept with the local CFA and police. CFA updates will enable us to respond to the event of a bushfire in our locality.

1. Children should be safe at school if a major fire threatens. In most cases the school building and grounds provide a safe refuge and students should be kept inside until the danger has passed. If there is a more immediate danger emergency services will direct the movement of students.
2. During a crisis parents will be advised NOT to try to collect children from school as the school is a safe refuge and all students will be well cared for during such a crisis. Nevertheless, should parents wish to collect their children then students will normally only be released to a PARENT or LEGAL GUARDIAN
3. The school bus may not be travelling if there is any known danger along the bus route. Parents should expect delays if there are local fires and they may obtain information in this regard by ringing the College and speaking to the office staff. Please contact the school if you know of possible dangers along the bus route. CFA app on phones and iPad's is a good method of keeping aware of dangers in the area.

Bus drivers have instructions to stop and seek information if they see evidence of fire. They will not drive:

1. Through smoke and will seek a safe refuge if there is any possible danger. Children will not be left at bus stops when there seems to be potential danger from fire unless there is someone present to collect them.
2. If the bus is delayed school will attempt to contact the concerned parents. Please remember however it is not always possible to make these telephone contacts. Parents are reminded that the most dangerous place to be in the event of a wildfire is on the roads or caught in the open. Parents should not place themselves or others at additional risk by driving to school in conditions on the road are hazardous.

## **SCHOOL BUS VIDEO CAMERA**

### **GENERAL STATEMENT OF POLICY**

The School Board recognizes that the use of video cameras on school buses is an important tool in the management of student safety and as an educational tool to enhance the performance of bus drivers. Student data privacy must be maintained.

## **SCHOOL BUS VIDEO CAMERA**

1. Hino bus 1JV1WU on its regular routes will be equipped with a digital recorder device/ camera.
2. The bus will contain a sign, conspicuously placed, notifying passengers that their conversations and actions are being recorded.
3. Camera equipment will be used and maintained regularly by bus Olivet personnel. Footage will not be used for purposes other than student/driver monitoring when students are being transported for Olivet Christian College.
4. DVRs may be copied and a backup retained if there is evidence of behaviour that the College believes may result in disciplinary or legal action. Copies will be retained until the matter is resolved.
5. All copies of DVRs will be kept in a locked storage compartment.
6. DVRs may be requested for viewing by the business manager or school principal. Viewing of the DVRs will be restricted to the business manager and/or nominee), the principal of the school (and/or nominee).
7. Only the school principal/business manager can show DVRs to parents, if necessary BUT Neither the parent nor guardian of the student that has been recorded, nor the student will be allowed to view the DVR, in accordance with data privacy laws, unless
  - the student is the only subject on the DVR
  - the principal (and/or nominee) has obtained written permission from the parents/guardians of all other students on the DVR for them to be viewed.
  - sufficient redaction has been done

**OLIVET CHRISTIAN COLLEGE**

- 8. Upon written request, the Principal will provide a written summary of the recorded incident(s) to a student pictured on a DVR or the student's parents/guardians.
- 9. In order to protect the health and safety of all students riding buses, recordings that reveal unlawful actions will be brought to the attention of the school principal.
- 10. No provision in this policy is intended to create a contract or to limit the rights of the College. This is a general statement of Policy which may be modified by the College at their discretion when necessary, in accordance with current legislation and within the Privacy Act.
- 11. A video recording of the actions of students may be used as evidence in any disciplinary action.

**Evaluation:** This policy will be reviewed as part of the three-year review cycle

<b>Bus</b>	<b>Passengers</b>	<b>Transmission</b>	<b>Driver's License</b>
Hino 1JV1WU	34	Manual	Medium Rigid
Fuso 1IH2LC	25	Manual	Light Rigid
Hi Ace 1HH1MY	12	Auto	12 seater