

3rd Feb 2014

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To Parents,

Re: Code Of Conduct

This letter and *Code Of Conduct*, has been handed out to *all students* travelling on *Buswest* school buses. The purpose of the *Code Of Conduct* is to help enable *Buswest* and its drivers to deliver a safe, efficient and professional service for all students. In order to do this, certain rules and standards of behaviour must be enforced.

Please take the time to read the *Code Of Conduct* and discuss it with your child. If you or your child/ward has any questions or concerns arising from this *Code Of Conduct* please don't hesitate to contact me to discuss.

If, a student is identified as being in breach of the *Code Of Conduct* the following process is observed, (1) Verbal Warning(s) (2) Formal Warning (Yellow Form) (3) Suspension from school bus services (Red Form).

Please ensure your child is aware that failure to abide by the *Code Of Conduct* may ultimately result in their being *refused travel for a temporary period or even permanently*. Further to making travel safer and more pleasant for all students, your support in this regard may also help to save you the inconvenience of having to transport your child to and from school.


Current issues that warrant the attention of parents/guardians include,

- (1) Students failing to ring the bell or advise the driver of their bus stop. Please understand the onus is on students to know at which stop they must alight the bus. If, your child/ward is a very young student who is not clear about their travel, please take the time to personally speak with the driver to ensure they are aware of the situation. It is not the responsibility of *Buswest* or its drivers to know the destination bus stops for passengers.
- (2) Students failing to provide the correct fare for travel. Please understand that if a student fails to provide the correct fare on two or more occasions they may not be permitted to board the bus. *Buswest* is not liable for leaving any student at their home stop in this situation.

I reiterate *Buswest* and its drivers look forward to providing a safe, efficient and professional school bus service in 2014. Please feel free to contact me to discuss any issues or concerns.

Yours Sincerely,

Illia Battistessa
Depot Manager





CODE OF CONDUCT

Behaviour	Examples of how to meet the Code
Respect other people and property.	<ul style="list-style-type: none">• Respect other people and their possessions.• Follow the bus driver's directions without argument.• Do not interfere with bus property, equipment, shelters and signs by marking or damaging them.
Wait for the bus in an orderly manner.	<ul style="list-style-type: none">• Wait well back from the bus until it stops and allow other passengers to leave the bus first.• Stand quietly without calling out or shouting.• Do not push other people in the line.
While on the bus, behave yourself.	<p>Students must:</p> <ul style="list-style-type: none">• always follow instructions from the driver;• show their bus pass, ticket or ID upon request;• sit properly on a seat if one is available (in an allocated seat if directed by the driver);• if standing, remain in the designated area;• store school bags under the seat or in appropriate luggage areas; and• speak quietly and not create unnecessary noise. <p>Students must not:</p> <ul style="list-style-type: none">• bully other students;• place feet on the seats;• fight, spit or use offensive language;• throw any article around or from the bus;• consume food or drink, or play music without permission of the driver;• smoke (prohibited on all buses);• allow any part of their body to protrude out of the bus windows;• stand forward of the front seat; and• act in a manner that would be considered an offence under any legislation.
Use approved bus stops.	<ul style="list-style-type: none">• Students will only be allowed to get on or off the bus at an approved bus stop.• It is the responsibility of students to get off the bus at their correct bus stop.
When leaving the bus, do so in an orderly manner.	<ul style="list-style-type: none">• Wait until the bus stops before standing to get off.• Leave the bus in a quiet and orderly manner.• Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to do so.• Use crossings or traffic lights if available.
In case of an emergency or a breakdown, follow the driver's instructions.	<ul style="list-style-type: none">• Wait until the bus stops before standing to get off.• Leave the bus in a quiet and orderly manner.• Wait in the area indicated by the driver.

Please note that this list of examples is not intended to be exhaustive.

As part of the process following a breach of the Code of Conduct, students may be refused travel for a temporary period or in some cases permanently.