

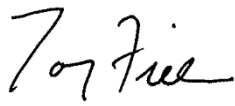



**HILLS**  
CHRISTIAN  
COMMUNITY  
SCHOOL

CHRIST | NATURE | NURTURE

## OPERATIONAL POLICY

## BUS USER POLICY

POLICY DATES			
<i>Formulated</i>	JULY 2018	<i>Adopted</i>	SEPTEMBER 2018
<i>Last Reviewed</i>	SEPTEMBER 2018	<i>Reviewed</i>	1 <sup>ST</sup> NOVEMBER 2022
<i>Next Review Due</i>	SEPTEMBER 2025 (3 YEARLY)		
POLICY AUTHORISATION			
<i>Principal (signature)</i>		<i>Business Manager (signature)</i>	

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### 1. POLICY

This policy must be read and acknowledged by both the parents and students by signing and returning the copy attached to the School Office.

### 2. PROCEDURE

#### BUSHFIRE PROCEDURE

##### Fire Ban Rating

Where a **catastrophic fire** danger rating is forecast for the Adelaide Hills, The Hills Christian Community School (HILLS) will cancel **all** bus services travelling through the affected Fire Ban District.

Under the direction of the School Executive Leadership Team, the HILLS community will be notified of these actions via School Stream, webpage, email and/or SMS. The Police and ABC local radio will also be informed. As part of this notification parents will be advised that their children are not required to attend school on this day as travelling through a fire prone area is dangerous.

Category	Action for schools
CATASTROPHIC	CANCELLED: All Regional bus services travelling through the affected Fire Ban District
EXTREME	HILLS to take advice of fire authorities in high-risk areas regarding bus cancellations.
HIGH	Bus services operate
MODERATE	Bus services operate

## Fire Response

Purpose: To outline steps to be implemented by the bus Drivers and HILLS in the case of Bush Fires.

Responsibility	Action
Principal	1. If a bushfire is known to likely threaten part of a route, <b>UNDER NO CIRCUMSTANCES, SHOULD THE BUS DEPART THE SCHOOL BEFORE OBTAINING CLEARANCE FROM THE PRINCIPAL.</b>
Principal	2. Buses may proceed after clearance has been given to the Principal by the Emergency Co-ordinating Authority. If clearance is not authorised then students will be accommodated at the School hall/s until such time as clearance is provided. Drivers will wait at the School pending further advice from the Principal.
Bus Drivers	3. If an unexpected bushfire threatens a route and drivers approach obvious signs of the fire, no attempt should be made to drive along roadway obscured by smoke or flame unless a clear direction to do so is given by a fire control officer.
Bus Drivers	4. If no direction is received, reverse the route, return to a safe refuge and notify the Principal, Business Manager or local emergency service.
Bus Drivers	5. If the homes to which children are being delivered by the School buses are likely to be at risk by nearby fire, ensure that children can be delivered into the hands of parents <b>BEFORE</b> allowing them to off-load.
Bus Drivers	6. If parents are not at the bus stop, students must not be off-loaded but kept on the bus and taken to a safe refuge.
Bus Drivers	7. Shall notify the Principal or Business Manager urgently of the safety and whereabouts of the children.
School Leaders	8. In all cases HILLS will endeavour to notify parents of any impending dangers and provide emergency access lines.
Bus Drivers	9. If the fire front hits the bus: <ul style="list-style-type: none"><li>• Contact Emergency Service on 000.</li><li>• Stop the bus on bare ground or the roadway in an area as clear as possible of undergrowth/vegetation.</li><li>• Ignition off, handbrake on, engine in gear, headlights and hazard warning lights on.</li><li>• Close windows and vents and block draughts.</li><li>• Children to lie on floor.</li><li>• Cover with approved protective materials provided by the bus driver.</li><li>• Assess exits when fire front has passed.</li><li>• Evacuate bus and locate the students in a previously burnt area.</li><li>• Check bus before allowing children to re-enter.</li></ul>

### 3. SAFETY BELTS ON BUSES

Purpose: Welfare Health & Safety.

#### Responsibility Action

Students It is the student's responsibility to ensure they wear the safety belts provided at all times when the bus is in motion.

Bus Driver To notify the students that they are required to wear their seatbelt. Periodically check that the students are wearing the seatbelts and instruct younger children how to use the seatbelts.

School To provide buses that are fitted with safety belts for the safety of our students.

#### PROCEDURE FOR DRIVER IF STUDENTS ARE NOT WEARING THEIR SEATBELT

- Remind student of their responsibility to wear their seatbelt.
- If student continues to ignore driver's request to wear their seatbelt, then an official warning will be given and documented.
- Second official warning – notice to parents informing of dates of previous 2 warnings.
- Third official warning – suspension from using the bus service for a period to be determined, (minimum of 3 days).

The three-warning procedure is also to be used for inappropriate behaviour mentioned below. It is three warnings in total and can be a combination of, not wearing seatbelts and inappropriate behaviour.

The Principal, or their delegated representative must be informed once the second warning has been issued to the same student, so that notification can be sent to the parents from the School Principal.

### 4. STUDENT BEHAVIOUR

Purpose: Applies to all Students while travelling on the buses, for the well-being and safety of everyone.

#### Responsibility Action

Students Students must always behave in a suitable manner. Unacceptable behaviour includes swearing, vandalism, harassment or bullying.  
The buses are expected to be kept in good clean condition. To assist in this respect, no food is to be consumed on the bus without the explicit approval of the Bus Driver.

Bus Driver Document any official warnings given to students, include student's name and date of incident and reason for warning.  
Inform the Principal or Business Manager once the second official warning is issued to the same student.

Head of School Inform parents of warnings issued.

Reported incidents may lead to a suspension of this service to the student.

## 5. TEMPORARY ACCESS TO SERVICE

Purpose: Occasional use of bus service.

### Responsibility Action

Parents For one off occasions, parents should contact the HILLS Administration with *minimum 24 hours-notice*. Access will be dependent upon seats being available.

## 6. BUS PICK-UP AND DROP-OFF EXPECTATIONS

Purpose: Ensure a smooth and timely bus service.

### Responsibility Action

Bus Driver Ensure that the bus service adheres to the scheduled times as much as possible.

Parents Parents are expected to have their children at the designated bus stop 5 minutes prior to the scheduled pick-up.

Parents with children younger than 8 years of age, are expected to be waiting for their children at their designated bus stop in the evening, five minutes prior to the scheduled drop-off.

## 7. CONTACT

If you have any queries about this policy, you should contact the Principal for advice.

## 8. POLICY REVIEW

The Policy/Procedure will be reviewed every three years, or earlier if deemed necessary by Executive Leadership.



## BUS - BUSHFIRE, SEATBELT AND BEHAVIOUR MANAGEMENT POLICY

(Please return this section to the Business Manager  
via email [enquiries@HILLS.sa.edu.au](mailto:enquiries@HILLS.sa.edu.au) or the Primary Front Office)

We/I acknowledge reading and understanding the terms outlined above and have explained this to my children, who will comply with this policy.

.....  
Parent/Caregiver (signature)

.....  
Parent/Caregiver Name – please print

.....  
Parent/Caregiver (signature)

.....  
Parent/Caregiver Name – please print

.....  
.....

.....  
Names of children who will be travelling on the bus

Date: .....

Family code (Office Use Only): .....