



Callington Primary School

‘Preparing Children for the Future’

North Terrace CALLINGTON SA 5254

Phone: (08) 85385046 Fax: (08) 85385108

E-mail – dl.0705.info@schools.sa.edu.au



Government
of South Australia

Department for Education

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LOCAL SCHOOL BUS POLICY (Callington Primary School)

“Developed in line with Department for Education Transport Policy”

Created August 2026 (Endorsed by Governing Council 29/5/2026)

Due for update August 2028

Purpose

This policy establishes clear expectations for the safe, respectful, and orderly transportation of students by school bus. The safety of students, drivers, and other road users is the highest priority.

Scope

This policy applies to all students, parents or guardians, school staff, bus drivers, and other authorised persons who use or supervise school bus services operated or arranged by the school.

Student Responsibilities

Students must:

- Follow the driver's instructions promptly and respectfully.
- Remain seated while the bus is moving.
- Wear a seat belt where one is provided.
- Keep aisles, exits, and emergency equipment clear.
- Keep hands, arms, head, and other objects inside the bus.
- Use appropriate language and behaviour.
- Avoid distracting or interfering with the driver.
- Keep noise at a reasonable level.
- Treat other students, the driver, and school property with respect.
- Not eat or drink (except water) on the bus.
- Dispose of rubbish appropriately.
- Report bullying, unsafe behaviour, or hazards to the driver or school staff.

Boarding and Leaving the Bus

Students must:

- Wait in a safe, designated area away from traffic.
- Queue without pushing or running.
- Allow passengers to leave before boarding.
- Board only when instructed or when it is safe to do so.
- Remain seated until the bus has stopped at their destination.
- Leave the bus carefully and move to a safe location away from the vehicle.
- Never walk behind the bus.
- Students must not attempt to board or leave a moving bus.



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Safety and Emergency Procedures

- The driver is responsible for the safe operation of the bus and may issue instructions necessary to protect passengers.
- In an emergency, students must remain calm, follow the driver's instructions, and use designated emergency exits only when instructed or when necessary for immediate safety.
- Emergency drills may be conducted periodically so that students understand evacuation procedures.

Prohibited Conduct

The following behaviour is prohibited:

- Fighting, threatening, or intimidating others.
- Bullying or harassment.
- Deliberately damaging the bus.
- Throwing objects inside or outside the bus.
- Tampering with emergency equipment.
- Blocking doors or emergency exits.
- Unsafe movement around the bus.
- Any behaviour that distracts the driver or creates a safety risk.
- Possession of prohibited or dangerous items in accordance with school rules and applicable law.

Student Property

- Students are responsible for their personal belongings. Bags and other items must be stored so they do not block aisles, exits, or other passengers.
- The school is not responsible for personal property left on the bus.

Behaviour Management

Unsafe or inappropriate behaviour may result in disciplinary action under the school's student behaviour procedures. Depending on the seriousness or frequency of the behaviour, consequences may include:

- A verbal warning.
- Notification of parents or guardians.
- A behaviour or safety plan.
- Temporary suspension of bus privileges.
- Permanent removal of bus privileges in serious or repeated cases.
- Further disciplinary action under the school's policies.
- Immediate action may be taken where behaviour presents a serious or immediate safety risk.

Driver Responsibilities

Bus drivers must:



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- Operate the vehicle safely and in accordance with applicable laws and regulations.
- Maintain appropriate professional conduct.
- Follow authorised routes and procedures.
- Address unsafe passenger behaviour promptly.
- Report significant incidents to the school.
- Follow applicable emergency and incident-reporting procedures.

Parent and Guardian Responsibilities

Parents and guardians are expected to:

- Ensure students understand and follow this policy.
- Ensure students arrive at the designated bus stop on time.
- Reinforce safe and respectful behaviour.
- Inform the school of relevant transportation concerns.
- Request permission from the school if they wish their child's friend to travel on the bus. This will only be permitted if there is availability. The parent of the friend needs to email the school dl.0705.info@schools.sa.edu.au to confirm.
- Ensure they notify (call) the office if their child **will not** be travelling on the bus for any reason.
- Ensure the school has current emergency contact information.

Incidents and Complaints

Safety incidents, accidents, bullying, misconduct, or other concerns should be reported to the school as soon as reasonably possible. The school will investigate significant incidents and take appropriate action in accordance with its policies and applicable requirements.

Accessibility and Individual Needs

The school will make reasonable arrangements to support students with disability, medical, mobility, or other identified transportation needs, subject to applicable requirements and available arrangements.

Policy Review

This policy will be reviewed periodically and updated when necessary to reflect changes in legislation, school procedures, transport arrangements, or identified safety requirements.

Policy Administration

Policy owner: School Principal

Approved by: _____

Effective date: _____

Review date: _____

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