



SCHOOL BUS POLICY

POLICY

Tambo Upper Primary School Council offers a school bus service to support families and their children to attend school. The nature of this policy is to outline how the school uses the bus to support the community.

PURPOSE

- To provide a resource for the school community.
- To provide an alternative mode of transport to assist students attending school.
- To support families with a low cost service.
- Our bus service is seen by the community as a valuable aspect of our school.

IMPLEMENTATION

- Bus drivers have WWCC and a full driver's licence.
- The bus operates twice daily with one run servicing the Sarsfield area and the other servicing the Bruthen area. Morning pick up begins at 7:30 am and afternoon service begins at 3:00pm.
- Each child's journey is recorded on a roll which is then used to create an invoice.

OPERATION GUIDELINES:

School Bus is fully insured and all drivers have their full licence.

A medical kit is kept on the bus which has access to in date asthma pumps and Epi pens.

All passenger are recorded on a roll each time they use the bus.

Each passenger is charged 2\$ per trip with the revenue paying the drivers, petrol, ongoing maintenance, insurance and services.

School Council acknowledge that the bus service runs at a loss each year with monies from the SRP to cover the shortfall. Larger enrolments offset the shortfall in revenue raised from the bus service.

School Council acknowledge that keeping charges low is important to support families getting their child/ren to and from school each day.

A hardcopy invoice is sent out to families each month detailing the amount owing. Payments plans can be negotiated with Sharon Gilbert and Mark Chandler if required. Fees not paid in a prompt manner and no communication by the parents/guardians to address outstanding payments could result in families not accessing the bus service.

The school keeps a record of families who are interested in accessing the bus service and the date of this enquiry is also recorded. When vacancies occur families who have recorded their interests for the longest amount of time are contacted and offered a position on the bus.

When there is a vacancy and it doesn't cater for all the siblings in a family the next family on the list



TAMBO UPPER PRIMARY SCHOOL

Targeting Unique Personal
Strengths



will be offered a seat on the bus. A family that has missed their opportunity will be notified by the principal.

The principal will also use discretion when supporting families who need to use the bus service due to extenuating circumstances which are private matters. This may result in a family/child accessing the bus as a priority over a family who has already been on the waiting list.

At the end of school year a new list of bus users is created for the following school year. Preference is given to families who have utilised the bus service during the current year and a process is undertaken to match the vacancies on the bus with families listed on the waiting list. Families who have been listed the longest on the waiting list are given first preference.

