

2. BUS POLICY

Version: V01 – 24/07/2022





1. PURPOSE

1.1. This policy establishes a framework explaining procedures and responsibilities regarding the school transport used by learners and staff of The High School. This policy also applies to instances when the school's buses are used to provide transport to learners or staff of other schools.

2. SCOPE

2.1. This policy applies to all drivers, learners, parents and stakeholders involved with The High School.

3. POLICY STATEMENT AND PRINCIPLES

3.1. The High School makes use of this policy and procedure to assist the school in providing a safe and efficient bus service for all learners.

3.2. Failure, by a learner, to adhere to the rules and procedures mentioned hereinafter, may result in a disciplinary process which could lead to suspension or expulsion from the bus.

3.3. Drivers must adhere to the road rules as set out in the NATIONAL ROAD TRAFFIC ACT, 1996 (ACT NO. 93 OF 1996). Failure to do so will result in disciplinary measures taken against the driver.

4. GENERAL

4.1. The High School's fleet of buses are used to transport children to and from school, on field trips, sports trips and class camps.

4.2. Drivers must have a valid professional driving permit (PDP) on which the permit code must correspond to the size of the vehicle they are driving.

4.3. The roadworthiness of each vehicle must be checked regularly, all buses must be serviced according to their service schedule and be comprehensively insured.

5. RESPONSIBILITY OF LEARNERS

5.1. All learners must be strapped in and remain seated at all times.

5.2. Learners may not eat or drink on the buses.

5.3. Learners must behave in an orderly fashion and not in any way distract the driver.

5.4. Learners may not shout out of windows or show hand gestures to passing vehicles or pedestrians.

5.5. No loud talking, singing or shouting will be allowed.

5.6. Each learner must wear the school-issued tag with emergency contact numbers at all times and may not damage their tags in any way. A R50 replacement fee will be charged to a parent's account for any lost/damaged tags.

5.7. Learners must obey all instructions from the bus drivers and bus captains.





5.8. Learners may remind each other of appropriate conduct and support each other to behave properly.

5.9. Learners must behave respectfully towards the drivers and bus captains at all times.

5.10. The use of electronic devices is strictly forbidden on the buses.

6. RESPONSIBILITY OF DRIVERS

6.1. Drivers may not talk on their phones while driving, unless using a hands-free device.

6.2. Drivers may not overload the buses.

6.3. If a driver is running late, then it is his/her responsibility to let all the parents know. Office staff may be asked to assist during office hours.

6.4. Drivers may only stop at designated bus stops.

6.5. If a parent fails to pick up his/her child at the designated time, then the driver must return the child to school (aftercare), where the parent can collect the child. The driver/school office must make sure the parent is contacted and informed that the child should be collected from aftercare.

6.6. Drivers are not allowed to make changes to the route for individual learners without it being authorised by management.

6.7. Drivers are not allowed to leave buses unattended at any time, especially when learners are on the bus.

6.8. Drivers must respect the learners at all times.

6.9. Drivers must obey all rules of the road and traffic officials at all times.

6.10. In the event of an accident, the driver must follow the procedure as mentioned below (see no. 9) and ensure the safety of each learner until assistance arrives.

7. RESPONSIBILITY OF THE PARENTS

7.1. It is the parents' responsibility to drop off and pick up their child/children on time at the designated stops.

7.2. If a parent fails to pick up his/her child at the designated time, the driver must return the child back to school, where the parent can collect the child. Aftercare fees may apply in the event of repeated incidents.

7.3. It is the parents' responsibility to contact the driver if their child is not attending school.

7.4. Parents must let the driver know in time if someone else is picking up the learner from the bus stop, or if the child is to be collected from school, to prevent unnecessary delays as the driver waits for learners.

7.5. If a parent is running late for a morning stop, then it is his/her responsibility to drop the learner off at the next stop, or at school. Waiting for one parent causes the rest of the route to be delayed.

7.6. Parents must respect the driver and observe the bus rules.





7.7. Parents should take note of the fact that learners who do not ordinarily make use of the bus transport may not go home with friends who are on the bus.

7.8. Parents must enquire with the school office regarding the availability of space if their children will make use of the bus service on an ad hoc basis. This must be done 3 business days in advance.

8. PROCEDURE IN AN ACCIDENT

8.1. Tags with emergency numbers and medical aid information must be worn by all learners making use of a school bus at all times.

8.2. A list with emergency numbers, as well as a name list of the learners are kept on each bus.

8.3. In the event of an accident and if unharmed, it is the responsibility of the driver to assess the situation and call for emergency assistance if necessary.

8.4. The driver must notify Mr Thomas Franken, who will coordinate communication between the scene of the accident and the school office.

8.5. The school office will coordinate communication and notify the parents.

8.6. Using the name list the driver/staff member must take roll call to ensure which learners are present and assess each learner's injuries. Those with mild injuries and mobility must be moved away from the bus if necessary and placed in a secure area where the driver/staff member must remain with the learners and maintain calm.

8.7. Mr Franken will, if possible, travel to the accident scene where, along with the driver/staff member, will support the emergency services and take note of which hospital the injured learners are taken to.

8.8. Arrangements will be made to either transport the remaining learners back to school, or home.

8.9. Communicate the information regarding the accident and the measures taken by the school to the parents.

8.10. Only the media liaison may release statements to the media.

8.11. Immediately after the accident:

8.11.1. Debrief the staff and take corrective action in the policy and procedure if necessary.

8.11.2. Ensure counselling is made available to any learners or staff possibly affected by the accident.

9. REVIEW

9.1. The Bus Policy should be reviewed annually at the beginning of the year to ensure that all information is current.

9.2. All hard and electronic copies of this policy must be replaced with the latest version.

