



2027 BUS CODE OF CONDUCT

Assumption College

Preamble

This service is provided for students attending Assumption College and St Patrick's Primary School. The bus service is administered by Assumption College Kilmore and has been contracted to Seymour Passenger Services Pty. Ltd. The Principal of Assumption College is the Officer in Charge of the bus service and may delegate this responsibility. Travel to and from the College (including the bus and bus stop) are an extension of Assumption College Kilmore and as such it is expected that all behaviors are in line with our Student Code of Conduct.

Responsibilities of parties involved in the bus service

Bus Company (Seymour Passenger Services Pty. Ltd.)

- Provide safe buses with adequate seating capacity to service the contracted bus routes.
- Engage appropriately qualified and suitable personnel to drive school buses.
- Liaise with the Principal of Assumption College Kilmore (or delegated member of staff) on any matter of concern.

Bus Drivers

- Drive buses safely and reliably.
- Ensure student board and disembark buses safely.
- Drive students to and from their designated stops. Drivers will not allow undesignated drop-offs.
- Drivers will not evict students in-route as a punishment. Drivers must report misconduct to the manager of the bus company who will refer it to the College Bus Co- Ordinator. Drivers must treat students fairly and responsibly
- Drivers must comply with all road safety legislations, road rules and regulations



- Ensure that all passengers tap on and off the bus using the cards issued by the school.
- Do not carry unauthorised people or goods. This includes students who do not have permission for or are not registered to use the bus service

Parents & Guardians

- Use of the Assumption College Kilmore bus service is a privilege, not an automatic right, and, therefore, the following responsibilities must be met:
- Ensure all appropriate documentation is returned to the College annually if you intend to use the service (within the given deadline) and that all listed Terms and Conditions are adhered to.
- Ensure that students understand and enact the expectations of behavior when using the bus service. Acknowledge that poor behavior on the bus may incur possible suspension from the bus service.
- Do not allow students to travel on a bus other than what they are allocated to, without the permission from the College.
- It is the responsibility of the family and the student to be present when the bus arrives, the bus will depart at the scheduled time.
- Drivers will only stop at designated stops. In the event a student misses the bus, parents or guardians must arrange alternative transportation. Parents or guardians should park on the same side of the road as the bus, but not directly in bus bays or stops.
- Communication to the College or designated bus officer must always remain respectful and appropriate, and all correspondence must be with the College directly and not the contracted bus company.
- The College, or designated staff member, should be contacted in the first instance regarding concerns about the bus service, bus company or bus driver.
- Ensure students acknowledge and understand the importance of wearing their seatbelt while on the bus and is mandatory to utilise the service.

Students

- Use of the Assumption College Kilmore bus service is a privilege. It is an expectation that all students using this service will:



- Treat everyone on the bus with respect and dignity, in line with the Student Code of Conduct.
- Follow the instructions given by the bus driver.
- Report any concerning behaviors to an adult, either the Bus driver, Bus coordinator, parent/carer or House Leader.
- Scan student ID/bus card when getting on and off the bus.
- It is the responsibility of students to be present when the bus arrives. The bus will depart at the scheduled time.
- All students are to enter the bus in an orderly and respectful manner to ensure the safety of all. Students must wait until the bus has stopped before boarding or leaving the bus.
- Students should wait on the same side of the road until the bus departs.
- All students are expected to keep the bus in the same state as it was when they entered. Students are required to clean up any mess they make on the bus and place rubbish in the bins provided.
- Act as a positive role model for fellow bus passengers, especially younger students.
- Remain seated for the entire journey and wear seatbelts where they are provided

Students must not

- Exhibit poor behavior, including anything that would cause distraction or harm to the driver, especially whilst the bus is in motion. This includes:
 - Talking loudly, shouting, chanting, or swearing.
 - Throwing objects or food.
 - Hanging out of windows or making inappropriate comments or gestures.
 - Smoking/ vaping/ the use of e-cigarettes
 - Placing feet on seats
 - Become involved in verbal or physical fights on the bus
 - Crowd or push to board/ disembark the bus.
 - Damage or vandalism of the bus.
- Bring dangerous substances or objects onto the bus.



- Harass, intimidate, display sexualised behavior or victimise other students on the bus including the driver.
- Allow another student to use your bus pass.
- Encourage or allow passengers or friends of regular passengers to get on the bus if they are not registered to travel on the service.
- Students are not permitted to take Photographs/ Record Videos of other students on the bus.
- Students must not open or access the lower luggage hatches of any bus. If a student has additional luggage (e.g. sports bags), they must ask the bus driver for assistance to place the item in the luggage compartment and to retrieve it upon arrival at the destination. Under no circumstances are students permitted to access the lower bus compartments or any other restricted areas of the bus.

Breaches of the code of conduct

To ensure the safety of all students using the bus service, students who do not meet the behavioral expectations of the College may have their right to utilize the Assumption College Bus Service revoked. Any student who loses the right to travel to School on the College Bus Service is still allowed to attend school, the responsibility of transport then falls on the family because of Code of Conduct breach.

Issues will be addressed to the harm caused by those involved to ensure the safety of all passengers on the bus. Inappropriate conduct can jeopardies the well-being of everyone on board, as well as other individuals on the road.

As such, the following expectations will be enforced to ensure a safe and respectful environment for all bus users.



- 1.** For infringements, a verbal warning will be given and recorded by the school. Parents and/or Guardians will be informed of the warning.

- 2.** Any further misconduct occurrences will result in an Assumption College Kilmore staff member contacting a Parent or Guardian advising that further infringement has occurred resulting in an official 3-day suspension from the bus.

- 3.** Any additional misconduct would result in an automatic fortnightly suspension from bus travel.

- 4.** An immediate official suspension from bus travel will occur in the case of serious misconduct, which may include harassment, fighting, disobeying driver's instructions, or actions that jeopardies the safety of others.

- 5.** Where there is continued misconduct and where the seriousness of the misconduct warrants, the Principal or delegate staff member will issue an official notice that the student will no longer be permitted to use the bus service.

In the case of non-Assumption College Kilmore Students attempting to use the Bus Service an official written notice will be sent to the Principal of their school and they will contact the Parent / Guardian.