



## ST. MICHAEL'S INTERNATIONAL SCHOOL

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*August 2013*

### St. Michael's Bus Policy

St. Michael's students have a well earned reputation for excellent behaviour and good manners. This high standard of behaviour is expected on the school bus.

**The following regulations make the use of our bus service safe and enjoyable for all.**

- Students must be at their designated bus stop at least five minutes before the designated time to ensure efficient boarding.
- Once all registered students for that stop have been picked up the bus will leave. This may be a few minutes earlier than the advertised time.
- The bus will not wait beyond the advertised time for late students.
- Students should sit in their allocated seats and fasten their seat belts.
- Standing is not permitted on a moving bus.
- Shouting or the use of inappropriate language on the bus are unacceptable.
- Eating and drinking on the bus is prohibited.
- Students may not open/close windows or extend hands, arms, heads or objects from the bus windows at any time.
- On exiting, students should leave the bus clean and tidy.
- Students who come to school on the bus should return home on the bus unless they have a note from their parent.
- Students wishing to change their designated bus stop must apply to the school office the day before. Those wishing to change the afternoon bus may do so by phone by **2:20 p.m.** Bus registers will be set at this time and cannot be changed for safety reasons after 2:20 p.m. All requests for changes must be made by the parent.
- Non-registered students wishing to take a bus must apply to the office in advance. For morning bus, please notify the school office by 4:00 p.m. the day before. For afternoon bus, notify by 2:20 p.m. of that day. These requests must be made by the parent. Please note that permission may not always be possible due to numbers on the bus.

## **Bus Monitors**

Students are under the supervision of the bus monitor while on the bus and all reasonable directions given by the monitor shall be followed.

- The bus monitor has the responsibility to assign seats to each bus student.
- Students should follow bus monitor instructions promptly and politely.

In order to further enhance the safety of the students all bus monitors should follow these safety procedures when students are exiting the buses at Meister Gardens:

- All students are to remain seated until it is their turn to exit as indicated by the bus monitor.
- Students exiting the bus will be met by a member of St. Michael's staff who have a safety rope.
- Students exit in single file with the older students exiting first so they can help the younger ones.
- Students should remain in place on the rope while they wait for all students to disembark.

## **School Bus Conduct**

St. Michael's students have a well earned reputation for excellent behaviour and good manners. This high standard of behaviour is expected on the bus. If incidents of inappropriate behaviour occur they will be dealt with as follows:

- The bus monitor will send an incident report to the office.
- The Deputy Head will investigate the incident and discuss it with the the child involved and their class teacher.
- An appropriate sanction will be applied in school the following day.
- If there is a serious or continued problem parents will be informed by telephone or in writing. You may be invited to a meeting with the Deputy Head.
- Continued or poor behaviour of a serious kind may result in up to one week's suspension from using the bus service. Please note that bus fees are non-refundable.

We trust that adherence to this policy will maximise safety, enjoyment and efficiency of the bus service for all. Parents who sign up to use the bus service accept and agree to the bus regulations outlined in this policy.

Gill Tyrer  
Head of School

