



# Werrimull P12 School

## Bus Policy

### 1. Parents' responsibilities

- To pick up students and deliver students to the bus stop by the stipulated pick-up time. If a child/children are not collected the parents will be issued with a warning. The second time the bus driver will return the student to the school and call the police.
- To pay the fines if the students are found by the police NOT to be wearing a seat belt if the bus is fitted with a seat belt. It is not the bus driver's responsibility to ensure that students are wearing seat belts.
- Notify the driver if the student is not going to be attending school.
- Park on the side of the road that the bus is stopped.
- Have the student/s at the bus stop five minutes prior to pick up time.

### 2. Bus captains' responsibility.

- Mark the bus roll every morning and every night.
- Collect and return the roll to the front office at school.
- Ensure that students abide by bus rules and do not act in a way that distracts the driver.

### 3. School's responsibility.

- To ensure all rolls are up to date with students' pick up points, times and contact numbers listed.
- Oversee the change of routine of any bus route and communicate this to parents..
- Follow up on daily changes for student pickup and provide notification forms for parents.
- Conduct bus captain elections and support bus captains in their duties if need be.
- Provide teacher supervision at bus arrival and departure times.
- Provide each bus driver with parent contact numbers

### 4. Bus drivers' responsibility.

- Arrive at school at 8.45am and 3.15pm
- Maintain the bus in a clean and safe condition and to drive in a manner that does not put student lives at risk
- Provide pick up times to each student.
- It is not the bus driver's responsibility to administer to medical conditions for an individual student.

Parent signature

Student/s signature.

## EMERGENCY NUMBERS

Ambulance	000
Parks Victoria	
DEECD Emergency & Security Management Branch	24 hours, 7 days per week (03) 9589 6266
Regional Office	
Fire Brigade	000
Gas	1800 808 526
Hospital	
Poison Information Centre	13 11 26
Police	000 - Emergency 50281205 Werrimull Mildura

# Road & Weather Conditions

Check area of concern. Bus Drivers and the Principal need to communicate any changes that may be required. It is preferable that buses do not operate rather than find themselves in a dangerous situation. If drivers have any concerns they should contact the principal as early as possible on 0428523011. The buses once underway will be communicated with using Satellite Phone.

Contact:-

Mildura City Council

Police

Werrimull

Mildura

Vic Roads

131170

Contact Bus Driver/s concerned - advice and notification.

Morkalla Home

Channel 34

Meringur Home

Channel 28

Pirlta Home

Channel 37

School Channel 27

(Emergency use only)

Notify parents according to emergency bus plan if any change to normal times/procedures.

# SCHOOL BUS EMERGENCY PROCEDURES

Buses will carry:-

1. instructions for notifying emergency services
2. emergency telephone numbers for:
  - emergency services, eg Police, CFA, Ambulance
  - the school bus coordinator
  - DEECD's 24 hour **Emergency & Security Management Unit**
3. Working satellite phones

Bus contractors and drivers will **report emergencies immediately to:**

1. Emergency Services
2. School Principal

The report should include:

- the location and nature of the incident and the time it occurred
- the number and names of people involved
- the emergency services which have been advised, and their follow up action
- the name and telephone number of the person reporting the accident.

If the school cannot be contacted, then the Emergency & Security Management Unit is to be notified on Ph: 9589 6266 (messages are not to be left on answering machines).

The Principal will report the emergency situation to the Department of Education's 24 hour **Emergency & Security Management Unit** on 9589 6266. The **Emergency & Security Management Unit** will make direct contact with the Regional Office after hours emergency contact.

School bus lists are to be kept as accurately as possible, and in bus stop order. Schools and bus companies are requested to update all student traveler details at least once a term as a minimum requirement.

## ***SCHOOL BUS EMERGENCY MANAGEMENT INFORMATION***

School bus emergency management information (map showing bus stops, and list of students showing pick up times and telephone numbers) **NOTE in 2006 new Sat Phones were requested as communication with the buses is not possible in all areas. At this stage this request to the Department have Infrastructure has not been implemented and buses cannot always be contacted.**

### **Morkalla Bus Route**

**NAME OF CO-ORDINATING SCHOOL:** Werrimull P-12 School  
**TELEPHONE:** 03 50281251  
**ADDRESS:** Kings Street  
Werrimull |

**NAME OF BUS CO-ORDINATOR**

**SCHOOL EMERGENCY MOBILE PHONE NUMBER:**

**BUS OWNER:** Wendy

**ADDRESS:** **TELEPHONE**

**BUS DRIVER:**

**ADDRESS:** **TELEPHONE:**

**VEHICLE MAKE:**

**LICENSED CAPACITY:** Seat **LOADING:** \_\_\_\_\_

**REGISTRATION NUMBER:**

**DOES THE BUS HAVE RADIO CONTACT FACILITIES?** Yes

**TYPE OF RADIO e.g. CB, UHF, HF etc** **UHF**

**CALL SIGN, FREQUENCY, CHANNEL DETAILS:** Channel 34

**DOES THE BUS HAVE PHONE CONTACT FACILITIES?** Yes

**SATELLITE PHONE NUMBER:**

**MOBILE PHONE NUMBER:**

**WHERE THE BUS IS HOUSED:**

**WHERE RUN STARTS ( MORNING ):**

**TOTAL ONE WAY RUN IN KILOMETRES:**

**BUS TIMES – 2009**

**Morkalla**

CAPTAIN:

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Student      Stop number      A.M.      P.M.      PHONE