14 January 2016

Dear Parents/Guardians,

To ensure safe and comfortable travel for all students using the Bacchus Marsh Coaches service to and from Bacchus Marsh Grammar, the following Code of Conduct (enclosed) and behaviour management steps are being consolidated. Please read the material, sign the form at the bottom of the ‘Return Copy’ to signify that you understand the measures being taken and return it to Bacchus Marsh Grammar by 11th December 2015. **The prompt return of this letter is important so as to not disrupt your child's continued use of the school bus service. If parents or students are unable to agree to or do not return the signed Code of Conduct, then the School will not issue bus passes or authorise travel on any of its services.**

**Extracts from the Code of Conduct**

On completion of the journey to and from school, the bus driver and/or bus captains will provide details of any serious incidents to Bacchus Marsh Grammar. This report will state that the student/s has been reported to have been misbehaving. Upon prompt investigation of the incident an initial response to any student that misbehaves is that a first warning notice will be posted home to parents.

**Behaviour Management Steps**

First Offence – Written warning to parents
Second Offence – Withdrawal of travel rights for three days
Third Offence – Total and permanent withdrawal of travel rights

Note: First and second offences may be by-passed if an issue is deemed to be of a more serious nature. This is at the discretion of the Principal.

Yours sincerely,

[Signature]

Andrew A. Neal
Principal

*This slip must be returned to BMG by 11th December 2015.*

Parent Name: ___________________________________________
Student Name(s): ___________________________ Tutor Group: ________
Student Name(s): ___________________________ Tutor Group: ________
Student Name(s): ___________________________ Tutor Group: ________
Student Name(s): ___________________________ Tutor Group: ________

Bus Name: ___________________________ Stop Number: ________________

I have read and understand the Code of Conduct and behaviour management steps.

Signed (Parent/Guardian): ___________________________ Date: / /
Student Bus Travel Code of Conduct

The purpose of this code is to ensure safe and comfortable travel for all.

This Code is applicable to all students (Primary and Secondary) who travel to and/or from school on a designated school bus.

At all times while travelling by school bus, students must abide by the following rules and conduct requirements. All students must:

1. **Behave** in a safe, responsible and respectful manner – ensuring that behaviours and noise levels are not uncomfortable to other passengers.
2. **At all times** remain **properly** seated while bus is in motion.
3. **Not** eat food (including chewing gum) or consume drinks (other than water) on the bus.
4. **Not** sit on armrests, kneel or place feet on the seats.
5. **Not** draw on, damage or deface any article in or on the bus.
6. **Not** use offensive or indecent language.
7. **Not** throw any article in or from the bus.
8. **Not** spit or fight.
9. **Not** distract the driver while the bus is in motion, unless there is a serious reason to do so such as requesting a stop or an emergency situation.
10. **Not** make inappropriate and/or rude gestures to pedestrians and/or the general public.
11. **Not** yell at or out to pedestrians and/or the general public.
12. **Not** behave whilst waiting for a bus in a way that brings discredit to the school.
13. **All** students must travel on the bus service to which they have been allocated.
14. **Behave** in a way that respects the rights of residents who are in the vicinity of school bus stops.
15. **Wear seat belts** where fitted **at all times**.

Note: - These requirements are mandatory for the safety and comfort of all students while travelling to and from school.

NORMALLY:
NON-COMPLIANCE WITH ANY OF THE ABOVE RULES WILL RESULT IN THE FOLLOWING:-

**First offence** – Written warning to parents
**Second offence** – Withdrawal of travel rights for three days
**Third offence** – Total and permanent withdrawal of travel rights

PTO
Note:
If the incident or incidents are deemed by the Principal to be of a more serious nature, withdrawal of travel rights will occur immediately. Normal School sanctions, i.e. detentions, suspension, etc., will also apply to any/all bus incidents

Safety: - **Students are reminded not to cross the road in front of or directly behind the bus after alighting at the bus stop.** Students should wait until the bus has cleared the stop and have clear vision in both directions before crossing.

The initial response to any misbehaviour is for the student to be issued with a notice/sticker in their diary as they leave the bus. This notice/sticker will state that the student has been reported to have been misbehaving and may not travel on the bus until contact has been made with Bacchus Marsh Grammar. On completion of the journey, contact is then made with Bacchus Marsh Grammar of the incident. Upon prompt investigation of the incident an initial response to any student that misbehaves is that a first warning notice will be posted home to parents.

Parents are also requested to pay particular attention to where they park and issues of safety when dropping off and collecting children. Parents are also asked to be mindful that many bus stops are in residential areas and they have a responsibility to be mindful of the amenity of residences close to bus stops.