



Bacchus Marsh
Grammar

School DOCUMENT

COMPLIANCE

Bus Travel Code of Conduct

Approved by the School Principal: 8 August 2025

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Bus Travel Code of Conduct

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1 Introduction

- 1.1.1 The purpose of this Code of Conduct (Code) is to ensure safe and comfortable travel for all students at Bacchus Marsh Grammar (the School).

2 Scope

- 2.1.1 This Code applies to all students (Junior, Middle and Senior) who travel to and/or from School on a designated Bacchus Marsh Grammar private bus, town service or country service school bus (School Bus) and their parents/guardians.

3 Rules and Expectations of Behaviour

3.1 Students

- 3.1.1 Students must abide by the following rules and conduct requirements at all times when travelling on a School Bus. All students must;
- 1) Only board the bus at a designated bus stop.
 - 2) Behave in a safe, responsible, and respectful manner – ensuring that behaviours and noise levels are not uncomfortable to other passengers.
 - 3) Behave in a way that does not breach the Student Code of Conduct, School Community Code of Conduct and or Child Safe Code of Conduct.
 - 4) Remain properly seated while the bus is in motion, at all times.
 - 5) Treat bus captains with respect and follow directions if given.
 - 6) Sit according to the seating plan if one is in place.
 - 7) Not take photos or videos of other students, drivers, or aspects of the bus during operation.
 - 8) Not eat food (including chewing gum) or consume drinks (other than water) on the bus.
 - 9) Not sit on armrests, kneel, or place feet on the seats.
 - 10) Not draw on, damage, or deface any article in or on the bus.
 - 11) Not use offensive or inappropriate language.
 - 12) Not throw any article in or from the bus.
 - 13) Not wrestle or fight.
 - 14) 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.
 - 15) Not make inappropriate and/or rude gestures to others including pedestrians and/or the general public.
 - 16) Not yell at or out to others or pedestrians and/or the general public.
 - 17) Not behave whilst waiting for a bus in a way that brings discredit to the School.
 - 18) Ensure if they are travelling on a Bacchus Marsh Grammar private bus, that they travel on the bus service to which they have been allocated.
 - 19) Behave in a way that respects the rights of residents who are in the vicinity of school bus stops.
 - 20) Wear seat belts where fitted at all times.
 - 21) Carry their Student ID card at all times.
 - 22) Disembark at their designated stop as advised on Roll Call for students travelling on a Bacchus Marsh Grammar private bus.
 - 23) Abide by Bacchus Marsh Grammar's Rules and Regulations, particularly those related to behaviour and appearance.
 - 24) Not enter the driver area of the bus or touch any driver instruments. THIS AREA IS STRICTLY OUT OF BOUNDS
- 3.1.2 In addition to section 1.1.3, it is recommended that students:
- 1) Remain at home and do not board the bus if they are unwell.

Note: - These requirements are in place for the safety and comfort of all students while travelling to and from the School.



3.2 Parents / Guardians

- Should drop off or wait for their child/ren on the same side of the road as the bus stop.
- Must collect their child/ren from the bus door for any children in Years Prep to 6.
- Park away from the designated bus stop area to ensure there is sufficient distance available for the bus to safely pull into and exit its stop.
- Do not attempt to drive in front of the bus to prevent it from leaving its designated stop, make the bus pull over if you've missed your child's stop or allow your child board at a non-designated bus stop.
- Not approach students, other parents, or the bus driver if they have any issues or concerns.
- Not board the bus under any circumstances.
- Direct all concerns or issues they have to the School as stated in Section 4.
- Arrange and communicate any change requests e.g. changes to the bus stop their child accesses to the School only, not the Bus driver.
- Advise the School Bus Services Administrator if their child/ren will be changing a stop on their allocated route as a permanent stop change.
- Be mindful of the amenity of residences close to bus stops as many bus stops are in residential areas. Please do not park in or across driveways or on nature strips.

4 Consequences for Breach of this Code of Conduct

- 4.1.1 Non-compliance with any of the above rules and expectations of behaviour will result in the following actions:

First offence – verbal warning to student

Second offence – written warning to parent/guardian

Third offence – up to one week suspension of student from school bus travel

Fourth offence – the student may not be allowed to travel on the school bus for an extended period

***Note:** The consequences outlined above are cumulative and do not reset at the beginning of each school year. Each student's history of behaviour on the bus is considered ongoing and progressive. Furthermore, depending on the seriousness of the breach, the outlined steps may be bypassed, and more severe consequences may be imposed without adherence to the sequential warning process. Any consequence beyond a third offence will be determined by the appropriate Head of Campus or the Principal, with regard to the nature and frequency of the incidents.

- 4.1.2 If the incident or incidents are deemed by the Principal to be of a more serious nature, withdrawal of travel rights may occur immediately, without prior warnings.
- 4.1.3 Normal School sanctions, i.e. detentions, suspension, etc., will also apply to any and all bus-related incidents, in accordance with the School's Student Discipline Policy.

5 Incident Notification

- 5.1.1 The initial response to any misbehaviour is for the incident/s to be reported to the School Bus Services Administrator who will refer the matter to the appropriate staff member for investigation. Upon prompt investigation of the incident, students will receive appropriate disciplinary action in accordance with the School's Student Disciplinary Policy with parents/guardians notified.
- 5.1.2 Safety concerns or incidents should be reported immediately to the School Bus Services Administrator by contacting the School or by email: bus@bmg.vic.edu.au.
- 5.1.3 CCTV footage may be reviewed by the School and/or the bus operator when needed to assist in the investigation of any incidents or complaints that occur during transit.

6 Safety Tips

6.1 Children should:

- Stand a safe distance back from the curb when waiting for a bus.
- Ensure they wait calmly and patiently for their bus and do not push or crowd forward as the bus comes to a stop.
- Move towards the bus only when it has stopped, and the doors have opened.
- Stay in the same seat with bags placed under their seat.
- Follow the instructions of the driver.
- Sit quietly on the bus and not distract the bus driver or engage in behaviour that will disturb and attract the attention of other passengers.
- Not harass other passengers.
- Keep all body parts inside the bus.
- Only move from their seat when the bus has come to a complete stop.
- Ensure they do not cross the road in front of or directly behind the bus after disembarking their bus.
- Students should wait until the bus has cleared the stop and they have clear vision in both directions to ensure it is safe before crossing.

7 Related Documents

Child Safe Code of Conduct
Child Safe Policy
Closed-Circuit Television (CCTV) Policy
Complaints Handling Policy
Conditions of Enrolment
School Community Code of Conduct
Student Code of Conduct
Student Discipline Policy

8 Authorisation

School Document Name	Bus Travel Code of Conduct	
Approval Authority	Principal	
Approval Signature	Debra Ogston Principal Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	8 August 2025	
Date of Next Review	8 August 2027	To be reviewed every two years

9 History

Date	Amendment
November 2022	1. Document reviewed
30 May 2023	2. Document reviewed with minor updates and put into BMG format



24 October 2024	3. Reviewed with minor edits and renamed to Bus Travel Code of Conduct from Student Bus Travel Code of Conduct.
8 August 2025	4. Updated to clarify boarding procedures, strengthen parent responsibilities, outline cumulative consequences for misconduct, and introduce provisions for CCTV review and incident reporting via email.