

CONDITIONS OF TRAVEL

Terms and conditions of travel

What we expect of students travelling on Coastal Schools Transport Group buses. Please read this through with your child or children, sign the declaration, and return the form to your school office.

Expectations for Student Behaviour

Students are expected to:

1. **Respect the Driver:** Follow the driver's instructions at all times. He/She has the important job of getting you to school and home safely.
2. **Stay Seated:** Stay in your seat while the bus is moving, and keep the aisle clear. This also helps the bus driver to keep you safe.
3. **Seat Belts:** For your safety if the bus has seat belts, wear them at all times.
4. **Quiet Voices:** Use a quiet voice to talk to your friends. Avoid loud noises that can distract the driver. Driving a bus is hard work and the driver needs to focus, so be kind.
5. **Keep Hands and Objects Inside:** Keep your hands or any objects inside the windows for your safety and the safety of others.
6. **Respect Others:** Be kind and respectful to fellow students and the driver. Report bullying or rough behaviour to your school principal, or the bus driver if someone is hurting you.
7. **No Eating or Drinking:** To keep the bus clean and safe. Save your food for when you get to school or home.
8. **Do not record without consent:** Do not use your phone to take photos or videos of other passengers.

Personal Belongings

1. **Keep Belongings Secure:** Store your backpack and other items under your seat or on your lap.
2. **No Large Items:** Avoid bringing large or bulky items on the bus that could clutter up the aisle or seats. It is just good manners to think of others.

Emergency Procedures

1. **Stay Calm:** In case of an emergency, stay calm and follow the driver's instructions.
2. **Know the Exits:** Familiarise yourself with the emergency exits and procedures.

General Safety

1. **Report Problems:** If you see something unsafe, report it to the driver or a teacher immediately. Make sure you talk to the driver after the bus has stopped.
2. **Stay Seated Until Stop:** Stay in your seat until the bus comes to a complete stop at your destination.

Remember, these rules are here to keep everyone safe and to make sure our bus journeys are enjoyable for all. Thank you for your cooperation and have a great ride!

Consequences of Distracting Behaviour

To maintain a safe environment, any behaviour that distracts the driver will be addressed promptly. The following consequences will apply to students who engage in distracting behaviour:

1. **Verbal Warning:** The driver will pull the bus over and explain the importance of maintaining safe behaviour. It is important to note that the driver will address the entire bus; given their focus on the road ahead they are unlikely to have identified the source of the distraction.
2. **Report to Manager:** The behaviour will be reported to the driver's manager. The manager will make a recommendation on the potential consequence.
3. **EasyBus review:** EasyBus will review the event, identify a recommended consequence and consult with the principal. The consequences below are not intended to represent a staged intervention to correct behaviour; the most serious consequence may be recommended for a first event. Potential consequences include:**Seat assignment:** the student will be assigned to a specific seat on the bus and may have a 'buddy' assigned to monitor compliance
4. **Within-School Actions:** Action may be taken within school hours to disincentivise distracting behaviour
5. **Written warning:** A letter may be produced for parents/whānau noting the event and describing potential future consequences
6. **Short-term stand-down:** Students may face a short-term stand-down from riding the bus ranging from 1 to 5 days.
7. **Meeting with parents/whānau:** A meeting will be scheduled with the student, parents/whānau and principal to discuss the event/continuing behaviour and develop a documented plan for improvement.
8. **Extended stand-down:** Students may face a medium-term stand-down such as thirty days or until the end of term.
9. **Permanent removal.**
10. **School review:** The school leader reviews the event and the consequence and discusses with EasyBus as appropriate.
11. **Engage with other principals:** If the event involved a student from another school, the principal will collaborate with peers to discuss the event and consequence.
12. **Documentation of decision:** EasyBus documents the decision and prepares a communication to be sent to parents/whānau.
13. **Parental Notification:** Principal sends the communication.

Serious Infractions

Certain behaviours are considered serious infractions and may result in immediate suspension or permanent removal of bus privileges, depending on the severity of the incident. These include, but are not limited to:

- Physical violence or bullying resulting in harm.
- Deliberate vandalism or damage to the bus that requires the bus to be removed from service for repair.
- Use of profanity or abusive language towards the driver, that causes the driver to be unable to safely drive the bus
- Possession of prohibited items (e.g., weapons, drugs, alcohol)
- Any behaviour that endangers the safety of others

Reintegration

In some situations where a child or student has been removed from the bus temporarily, it may be appropriate to develop a re-integration plan. This plan might cover off:

- Expectations around interactions with other students.
- Required seating locations.
- Reporting to teachers or principals.

If the removal was a result of an interaction with a student from another school, the principal will engage with their peers as appropriate.

If a seat is ever withdrawn

A place on the bus is help with getting to school, not a substitute for being there. Under the Education and Training Act 2020, parents and guardians are responsible for their child attending school every day it is open, from age 6 until they turn 16. That responsibility stays with you if a bus seat is withdrawn, and there is no conveyance allowance to cover the alternative.

Declaration

I have read the terms and conditions of travel set out above and have gone through them with my child or children. I agree that they will follow these terms whenever they travel on a Coastal Schools Transport Group bus, and I understand what happens if they are not followed.

PARENT OR GUARDIAN NAME

CONTACT PHONE

SIGNATURE

DATE

Please return this signed form to your school office. One form covers every child in your family who travels with us. Questions about these terms can go to coastal@easybus.nz.