CONDITIONS OF TRAVEL

Terms and conditions of travel

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

The safety of all students and staff on school buses is our highest priority. To ensure the safe operation of school buses, it is imperative to eliminate distractions for the driver. This policy outlines the expectations for student behaviour on the bus and the consequences of distracting behaviour.

Expectations for Student Behaviour

Students are expected to:

1. **Sit Properly**: Remain seated in the same seat and do not move about the bus while it is in motion, place your bag on your knees or under the seat in front of you.
2. **Use Quiet Voices**: Speak in low tones to avoid creating a noisy environment. Do not play loud music.
3. **Follow Driver and Bus Monitor Instructions**: Listen to and follow any instructions given by the bus driver or bus monitor promptly.
4. **Respect Personal Space**: Keep hands, feet, and objects to themselves.
5. **Respect Property**: Take care of the bus and avoid damaging seats or other equipment.
6. **No Vaping or Smoking**: do not smoke or use a vape under any circumstance.

A useful guideline for the appropriate amount of noise is classroom noise versus playground noise. The bus should feel more like a classroom than a playground. Students are able to eat and drink on the bus providing that spills are avoided and rubbish is removed.

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 School Staff**: The behaviour will be reported to the school bus controller and the Leabourn Passenger Services Branch Manager, who will also record the event in EasyBus.
3. **Parental Notification**: Parents will be notified of the behaviour.
4. **Within-School Actions**: Where appropriate, action may be taken within school hours to disincentivise distracting behaviour.
5. **On-bus Actions**: Where appropriate, a seat assignment may be implemented where the driver and/or school believe that the risk of recurrence will be reduced.
6. **Stand-down**: Students may face a short-term stand-down from riding the bus.
7. **Permanent Removal**: Repeated or severe infractions may result in complete removal of bus privileges.

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 Schools of Otamatea Network 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 song@easybus.nz.