



20th January, 2016

Dear Parents and Guardians,

We write to you regarding the busing of our students on the St. Mary of the Angels' bus system. **As the understanding of this information forms an important part of our safety plan, we require you to read this with your children and on completion sign the attached form and return it to a bus driver on the first day of school, 2016.**

Please find enclosed a bus timetable for the coming year, this timetable indicates your designated stop and the time of pick up. **The designated stop can only be changed in consultation with the Bus Operations Manager, Mr Tom Robinson. It is essential that students are waiting at their bus stop 5 minutes prior to their allocated time.**

Increased student numbers are using our bus system and therefore associated safety concerns have made it impossible to accommodate students changing their day to day travel arrangements (pick-up points and destinations). We therefore wish to advise that changes to travel arrangements on the St. Mary's bus system can only be made by parents contacting Mr Tom Robinson prior to the day of altered travel arrangements.

If a change of travel arrangements is necessary or desirable parents can request a change in one of two ways:

- **A request may be made from parents/guardians in writing** to the bus driver or College Bus Operations Manager (Mr Tom Robinson) via the office staff to be received no later than 9.00am on the morning of the change.
- **A request may be made from parents/guardians by phone** to the College Bus Operations Manager (Mr Tom Robinson) via the office staff on the morning of the change between 8.00am – 9.00am. The College cannot accept requests later than 9.00am.

Please note the following important points:

- **The College will adjust bus rolls daily at 9.00 am so parents can be fully informed of any difficulties associated with their requests early in the day.**
- **Due to staffing constraints it will not be possible to alter arrangements after this time – the College can therefore no longer acknowledge notes presented by students after 9.00am on the day of expected travel.**
- **The College will do its best to accommodate changes requested by parents but makes no guarantee that all requests can be granted.**

Students on the St. Mary's bus system who wish to travel on the state system on any occasion must obtain a form from the College Office before the day of travel.

As Bus Rolls are essential for identification of passengers, it will be necessary for students travelling one way to notify the driver as they enter the bus. **Students that are travelling on any bus apart from their normal bus are requested to wait outside the bus until a seat is located. Regular travellers will board the bus first.**

We wish to state that the College has an expectation that students will travel on their designated bus as organised by parents in consultation with the College at the start of the year.

ST MARY OF THE ANGELS SECONDARY COLLEGE

ABN 24 118 139 345

Chapel Street (PO Box 141) Nathalia Victoria 3638

Telephone: 03 5866 2222 Facsimile: 03 5866 2471

Web: www.smotanathalia.catholic.edu.au Email: info@smotanathalia.catholic.edu.au

In the event of a **bus running late**, students should **remain at their stop for a further 30 minutes**. If **after** this time the bus has not arrived they should go straight home and await contact from the College Office.

Due to maintenance reasons or College excursions, it may be necessary on occasions to swap buses around, however the bus route departure order remains the same:

Bus Route No. 5, No. 2, No .8, No. 6, No. 7, No. 3, No. 9, No. 1
Buses arrive in Robertson Street outside the Church at 3.20pm and depart at 3.25pm sharp.
Bus Route No 4 will depart from Chapel Street (outside Auditorium)

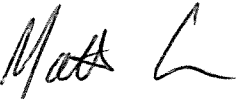
In order that the system runs smoothly and that the students have a comfortable and safe journey it is important that bus rules are followed. It is vital that these rules are studied carefully by you and we strongly request that you discuss these points with your son(s) and/or daughter(s).


In the majority of cases, students behave responsibly on the buses and we are proud of the success of the bus system that we operate.

We would like to take this opportunity to thank you for your support over previous years. We look forward to a continuation of this throughout 2016.

Please complete the slip below as an acknowledgment of receipt of this letter. This slip is to be returned to the bus driver, when school commences.

Yours sincerely,


Matt Carver
Acting Principal


Tom Robinson
Bus Operations Manager



BUS INFORMATION

I have read this letter and discussed its contents with my child(ren). We abide by the conditions as outlined in this letter:

Parent(s) Name:	_____	Signature:	_____
Student(s) Name:	_____	Signature:	_____
	_____	Signature:	_____
	_____	Signature:	_____
	_____	Signature:	_____

CONDITIONS OF TRAVEL – ST MARY OF THE ANGELS BUS SYSTEM

All students need to remember that they are representatives of the school as they travel to and from school. They should be careful that their behaviour reflects high personal standards that should be typical of St. Mary of the Angels students. As well as obeying any laws which are applicable, students should also remember to observe traditional rules of courtesy and politeness. Students are expected to wear the uniform correctly.

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

To ensure the travel on school buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with loud or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to a bus that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 5 minutes prior to departure.
- Not eat or drink while on the school bus; the exception being water bottles for drinking purposes.
- Use a standard conversational tone and do not call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any misbehaviour or vandalism.

Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The offending student's name and full details of the breach will be recorded.
- The breach will be reported to the Deputy Principal, Student Wellbeing.
- The coordinating Deputy Principal, Student Wellbeing will take disciplinary measures in accordance with the guidelines below.

Following the report of a relevant incident, the coordinating Deputy Principal, Student Wellbeing may take the disciplinary actions below:

- First breach – verbal warning to student by Bus Operations Manager.
- Second breach – written warning to parent/guardian by Deputy Principal, Student Wellbeing.
- Third breach – one week suspension of student from school bus travel by Deputy Principal, Student Wellbeing.
- Fourth breach – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious breach that endangers other students, bus staff or property will result in immediate suspension from bus travel.

Responsibilities of parents / guardians

Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.

It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.

School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.

The College reserves the right to implement supplementary strategies to the above at any time as it sees fit – to ensure the safety of all students and drivers on the bus system.