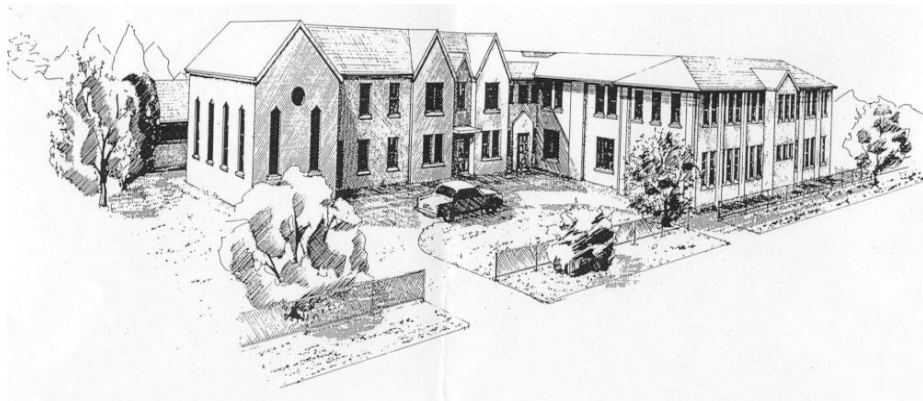


THE KILMORE INTERNATIONAL SCHOOL



School Bus Policy and Procedures



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Introduction

The Kilmore International School (TKIS) has organized transportation for students registered from Mernda and Gisborne and surrounding areas.

TKIS aims to facilitate accessibility to its educational programs by providing a safe and reliable transportation service whilst taking into consideration existing resources and government regulations.

In order to ensure a safe and reliable system of transportation, TKIS wishes to formulate clear, comprehensive policies and guidelines.

The purpose of this Policy Booklet is to inform all participants of the workings of the bus and to define each participant's role in the system.

General Rules and Regulations

The organization of transportation by TKIS is a privilege offered to its users and does not convey an absolute right to any user. TKIS can suspend or cancel this privilege for any disrespect of the transportation rules.

TKIS may replace or request the replacement of any driver who does not respect the current transportation rules or contract requirements.

TKIS organizes its transportation routes attempting to minimize the length of time the students travel on the bus and taking into consideration the financial limitations of the school budget.

The responsibility of TKIS begins when the student boards the school bus in the morning and ceases when the student disembarks at the end of the school day.

Vehicles transporting students will only use public roads that are easily accessible and do not endanger the safety of students. However, buses may, in certain situations, travel on private roads provided a waiver of responsibility has been signed by all concerned parties.

Eligibility for Transport

Preference will be given to students attending The Kilmore International School, however, students from other schools can travel on the bus provided an agreement has been reached between the parties concerned.

Bus Stop Locations

School bus stops will be in locations, preferably within townships, where it is safe for students to wait or be left, where it is safe for the bus to stop and where it is safe for the students to board and alight the bus. There will be no deviation from designated stops unless prior approval has been reached between all parties concerned.

The designated bus stops include:

Mernda/Whittlesea (MW) to Kilmore:	
Town	Approved Stop
Whittlesea	Service Road near Mick's Italian Restaurant Whittlesea
Mernda	Car Park at Park, Mernda Village Drive (Plenty Road end)
Beveridge	Bus Stop Cnr Lithgow Street and Old Hume Highway
Mandalay	Park opposite 74 Mandalay Circuit
Upper Plenty	Cnr Wallan -Whittlesea Road and Cleves Road South
Wallan	Bus Shelter, Service Road, Wellington Square
Hidden Valley	Bus Shelter, Valley Drive (near Eastern Ridge)
Hidden Valley	Bus stop next to Golf Course
TKIS	

Kilmore to Mernda/Whittlesea:	
Town	Approved Stop
TKIS	
Hidden Valley	Bus stop next to Golf Course
Hidden Valley	Bus Shelter, Valley Drive (near Eastern Ridge)
Wallan	Carpark inside Hadfield Park
Upper Plenty	Bus stop Cnr Wallan-Whittlesea Road and Epping –Kilmore Road
Beveridge	Bus Stop Cnr Lithgow Street and Old Hume Highway
Mandalay	Park opposite 74 Mandalay Circuit
Mernda	Bus Shelter, Schotters Road near Brendan Street
Whittlesea	Service Road near Mick's Italian Restaurant Whittlesea

Gisborne/Woodend (GW) to Kilmore:	
Town	Approved Stop
Gisborne	Gisborne Aquatic Centre, 6 Aitken Street
Woodend	Victoria Hotel, corner of High & Urquhart Street
Woodend	Corner of Savages Lane & Carlisle Street
Romsey	Romsey bus shelter (opposite Catholic Church), High Street
Lancefield	Lancefield bus shelter, (near Police Station) Romsey/Lancefield Rd
TKIS	

Kilmore to Gisborne/Woodend:	
Town	Approved Stop
TKIS	
Lancefield	Lancefield bus shelter, Eastside Romsey/Lancefield Rd
Romsey	Mitre 10, 83 Main Street
Woodend	Corner of Savages Lane & Carlisle Street
Woodend	Chinese Restaurant, High Street
Gisborne	Gisborne Aquatic Centre, 6 Aitken Street

Students should be ready and waiting at their bus stop prior to the scheduled arrival of their school bus.

Arrival and Departure Times

The bus should start its run at the designated time determined by TKIS.

The bus should normally arrive at the school within 10 minutes of the indicated arrival time. The bus should depart from the school within 10 minutes of the indicated departure time.

Emergency Closing and Inclement Weather

In the event of adverse weather conditions, Code Red Warnings, bushfires, traffic accidents, road closures etc, it shall be the responsibility of TKIS to decide whether the bus runs or any alternative bus route is taken.

Depending on when the situation arises, emergency contacts listed on the bus forms will be contacted, by TKIS or the bus driver to advise of the emergency and possible alternative bus route.

The bus *will not run* if there is any possibility of the students or driver facing any danger. Students will be kept at TKIS until the emergency is resolved or the parents/guardians collect the students. If the bus is in transit when an emergency arises the bus driver will return to TKIS where possible or find an alternative route to avert the students from any danger.

It is imperative that TKIS is advised of any changes to emergency contact details.

Occasional Transportation

Students who have a valid reason to change bus stops, other than their transportation address, must get prior authorization from the School Administration. The student must present a note signed by his/her parent/guardian to the School Administration.

Shared Responsibilities in Transportation

TKIS considers the safety of each student to be of paramount importance. It will take all reasonable precautions to ensure that the bus service is provided in as safe a manner as possible. It is therefore vital to determine the responsibilities of all parties involved.

The Parent/Guardian

Parents/Guardians are responsible for their children's welfare. Parents will:

1. Inform their children of all aspects of security including proper behavior while aboard the school bus.
2. Be responsible for the supervision of their child(ren) at the bus stop.
3. Inform the School Administration of any changes in personal data: home address, emergency contact details etc.
4. Assume all costs for willful damage done by their child(ren) to the school bus.
5. Understand and impress upon their child(ren) that school bus transportation is a privilege and that students whose conduct is unacceptable will be denied transportation.
6. Address all notes of bus stop change to the School Administration.
7. Be responsible to supervise their child(ren) if it is necessary to cross any roads to get on and/or off the bus.
8. **Inform the School if your child(ren) will not be on the bus. For planned absences, please email BUS@kilmore.vic.edu.au or contact Reception on 5782 2211 with the times and dates. For unplanned absences please contact the Bus Driver on**
 - **0427 572 896 (Mernda) or**
 - **0407 021 297 (Gisborne).**

The Student

Students must respect the bus rules and regulations and take responsibility for their actions.

Students will:

1. Respect the authority of the bus driver.
2. Be at the bus stop on time. This includes being ready to board the bus at the School at 4.30pm (3.30pm Fridays).
3. Stay on the soft shoulder or sidewalk until the bus comes to a complete stop.
4. Wait for the bus driver's signal if crossing the road to board the bus and/or after disembarking. In the latter case, the student should be far enough away from the front of the bus to be in full view of the bus driver and await his signal before crossing the road. Also make sure there is no oncoming traffic in both directions before crossing the road.
5. Conduct themselves in a socially acceptable manner. Foul or obscene language, shouting, whistling, harassing, fighting etc. **will not be tolerated.**
6. Remain seated, talk quietly, and not eat on the bus.
7. Never place head or arms out of bus windows.
8. Not throw anything inside the bus or out of the windows.
9. Wait until the bus comes to a complete stop before leaving their seats and descent in single file.
10. Promptly obey the bus driver's instructions in any emergency.
11. Follow the rules concerning the carrying of sport equipment, music instruments etc on the bus.

The Bus Driver

The bus driver is the key person in the school bus system and as such is to be supported by all students, parents, teachers and school authorities.

The bus driver is responsible for the safety and security of all passengers. During the bus route the driver is in charge. The bus driver will:

1. Follow the scheduled times, route and stop locations determined by TKIS.
2. Never drive a school bus while under the influence of alcohol or illegal drugs.
3. Respect all laws regulating the driving of a school bus as stipulated by the provincial highway code.
4. Never leave the school bus unattended while students are on board. This also includes all times when students are boarding the bus.
5. Use a cellular phone only in emergency situations after having pulled over and come to a complete stop.
6. Ensure the safety of all passengers.
7. Not refuse on his own authority to transport students identified by TKIS. However, where the safety of passengers is threatened by the conduct of a student, the driver may refuse to transport that student, in which case he must ensure that the student in question is returned home and the incident reported to TKIS. In all other cases, a discipline report shall be forwarded to the School Administration, who will take appropriate measures.
8. Never put the school bus in motion unless all students are seated and seatbelts secured.
9. Refrain from smoking on or around the bus.
10. Complete a daily inspection of the bus prior to transporting students.
11. Abstain from making discriminatory remarks and from using profane or obscene language.
12. Meet all provisions and other legislation regarding proper licensing, medical fitness, and handling of bus, loading and emergency operations.

The School

The School Administration is responsible for the daily operations of the school bus:

1. Verify regularly the safety of bus routes including the vehicles, driving procedures, bus stop locations, and all other possible hazards.
2. Ensure that all contractual obligations are fulfilled.
3. Assist the School Administration, the bus driver, parents, and all others in the solution of problems occurring on the bus or at bus stops.
4. Promote student safety through awareness.
5. Establish all bus routes, stop locations and time schedules.
6. Discipline students who violate the bus safety rules.
7. Ensure that the School Bus policies and procedures are communicated to students, parents and the bus driver.
8. Be responsible for the closure of the school bus run or alternative bus routes in the event of any emergency.
9. Be responsible for the day-to-day transportation matters with the bus driver.

Discipline Policy

Most discipline problems can be handled by the bus driver by explaining to the student what is required and why. If the problem persists, or it is of a serious nature, the bus driver will refer the matter to the School Administration verbally, or by completing a Discipline Report.

Singularly inexcusable conduct (ie threatening a student or bus driver or vandalism) shall result in an immediate and indefinite period of suspension from school bus use.

Disciplinary action is the responsibility of the School Administration. The School Administration will review the reports submitted by the bus driver and, when necessary, follow the progressive disciplinary process outlined below.

First Offense	Warning by the School Administration
Second Offense	Letter to the parents/guardians
Third Offense	3-5 day suspension of school bus privileges
Fourth Offense	5-10 day suspension of school bus privileges

It would then be the parents/guardians responsibility to ensure their child gets to school each day during any period their child has been suspended from the school bus.

Bus Fees 2019

Please note, the buses are run on a cost-recovery basis. Fees are reviewed regularly and may fall or rise on the basis of student numbers.

Pick up/Drop off location	Price per student	Additional child
Mernda	\$2,600.00	\$1000.00
Whittlesea	\$2,600.00	\$1000.00
Beveridge/Upper Plenty	\$2,200.00	\$1000.00
Wallan/Hidden valley	\$2,050.00	\$1000.00

Pick up/Drop off location	Price per student	Additional child
Gisborne	\$3060.00	\$1000.00
Woodend	\$2880.00	\$1000.00
Romsey	\$2628.00	\$1000.00
Lancefield	\$2250.00	\$1000.00

Mernda/Whittlesea (MW) School Bus Timetable 2019

Retain for your information

Pick up location	Pick up time (M – F)	Drop off time (M- Th)	Drop off time (Fri)	Drop off location
Bus leaves The Kilmore International School at		4.35pm (Mon-Thur)	3.35pm Friday	
Plenty Road Whittlesea, Outside Mick’s Italian Restaurant	6.55am	5.55pm	4.55pm	Plenty Road Whittlesea, Outside Mick’s Italian Restaurant
Carpark Opposite Dog Park Mernda Village Drive	7.05am	5.45pm	4.45pm	Bus Shelter Schotters Road near Brendan Street.
Beveridge - Park opposite 74 Mandalay Crescent at the Park insert	7.35am	5.11pm	4.11pm	Beveridge - Park opposite 74 Mandalay Crescent at the Park insert
Upper Plenty - Wallan-Whittlesea Road, Inside Cleves Road North	7.54am	5.01pm	4.01pm	Upper Plenty - Wallan-Whittlesea Road, Inside Cleves Road North
Wallan- Bus Shelter Service Road Wellington Square.	7.59am	4.56pm	3.56pm	Wallan - Hadfield Park carpark
Hidden Valley - At the Bus shelter near the entrance to the Golf Course. Bus Shelter, Valley Drive new Eastern Ridge.	8.06am	4.49pm	3.49pm	Hidden Valley - At the Bus shelter near the entrance to the Golf Course. Bus Shelter, Valley Drive new Eastern Ridge.
Arrive at/Depart TKIS	8.20am	4.35pm	3.35pm	

Important points to note:

- The above listed locations will be the **ONLY** locations the bus will pick up/drop off.
- Pick up and drop off times may vary due to traffic and road conditions.
- Please ensure students are at the bus stop ten minutes prior to scheduled pick up time, **the bus will not wait past the time specified on the timetable.**
- Bus stop locations and times may change due to changes in school enrolments.
- Please notify the School on **5782 2211** if your student is not travelling on the bus.
- If you need to contact the bus driver during the bus run or to leave a message outside of school hours please call **0427 572 896**. This phone only operates during the bus run.
- Alterations to bus stop locations will only occur with the approval of the Business Manager and after a safety review by appropriate personnel.

Students that do not have a completed application form on record at TKIS, and bus fees paid, will not be permitted to travel on the bus.

Gisborne/Woodend (GW) School Bus Timetable 2019

Retain for your information

Pick up location	Pick up time (M – F)	Drop off time (M- Th)	Drop off time (Fri)	Drop off location
Bus leaves The Kilmore International School at		4.35pm (Mon-Thur)	3.35pm Friday	
Gisborne Aquatic Centre 6 Aitken Street	7.05am	5.50pm	4.50pm	Gisborne Aquatic Centre 6 Aitken Street
Woodend - Victoria Hotel Cnr High & Urquhart Street	7.25am	5.25pm	4.31pm	Woodend - Chinese Restaurant, High Street
Woodend - Cnr Savages Lane & Carlisle Street	7.30am	5.20pm	4.20pm	Woodend - Cnr Savages Lane & Carlisle Street
Romsey - bus shelter (opp Catholic Church) High Street Romsey	7.50am	5.00pm	4.00pm	Romsey - Mitre 10 83 Main Street
Lancefield - bus shelter (near Police Station) Romsey Lancefield Road	8.00am	4.50pm	3.50pm	Lancefield -bus shelter Eastside Romsey Lancefield Road
Arrive at / Depart TKIS	8.25am	4.35pm		

Important points to note:

- The above listed locations will be the **ONLY** locations the bus will pick up/drop off.
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- Bus stop locations and times may change due to changes in school enrolments.
- Please notify the school on **5782 2211** if your student is not travelling on the bus.
- If you need to contact the bus driver during the bus run or to leave a message outside of school hours please call **0407 021 297**. This phone only operates during the bus run.
- Alterations to bus stop locations will only occur with the approval of the Business Manager and after a safety review by appropriate personnel.

Students that do not have a completed application form on record at TKIS, and bus fees paid, will not be permitted to travel on the bus.

Early departures after School.

The Buses depart on Fridays at 3.35 pm.

The buses also depart early on the following days:

- Commencement Ceremony
- Parent Teacher Nights
- Last day of Term(s)
- Year 12 Graduation
- Other whole of school days (for example school sports)

We will send CareMonkey reminders for these days.