



Heriot School

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HERIOT SCHOOL STUDENT BEHAVIOUR ON BUSES

Dear Parents and Caregivers

I have already dealt with a number of issues on our school buses since the school year started.

The bus drivers can only do a limited amount to manage the behaviour of children on our buses. Their main priority is driving the bus safely but in extreme cases (i.e. a situation where the bus driver deems it is no longer safe to continue the route with the particular student on board) they can stop the bus and contact the school or police to remove the student.

I expect our children to take responsibility for their own actions and be able to manage their own behaviour in a variety of situations. I have spoken with all of our children who travel on buses and reminded them of their responsibilities and that travelling on any bus is a privilege and not a right.

We will not tolerate unacceptable behaviour from Heriot School students on any of our buses. All children have the right to feel safe and comfortable travelling to and from school on the buses at all times. If these simple rules cannot be followed then the consequences in our Bus Procedure will be carried out.

Please read the Bus Procedure and make sure your child understands what is expected of them whilst they travel on the bus.

If you have an issue on any of the school buses then please let me know so that I can follow it up as necessary with Blue Mountain College, Ritchies Transport Holdings Ltd, the bus driver and those students and families involved.

Thank you for your support.

Colin McHutchon
Principal/Tumuaki
Heriot School

HERIOT SCHOOL

BUS BEHAVIOUR PROCEDURE

Heriot School is serviced by 5 buses – Edievale/Crookston, Parkhill, Dusky, Moa Flat and Wilden. Children who are eligible to travel on these buses need to meet the Ministry of Education requirements:

- Live more than 3.2 kms from the nearest appropriate school.

Bus rolls are kept in the office. Adjustments to usual bus arrangements will be added to the bus roll each day. The duty teacher will check children off the bus rolls each afternoon before they travel on the bus, including any extra children's names.

If children will not be travelling on the school bus any particular day, or would like to travel on another bus occasionally, parents need to notify the school office prior to the time, otherwise the school will presume the usual arrangements are to be followed.

All new parents to Heriot School will receive a copy of the Bus Behaviour Procedure when they enrol their child/ren on the bus. Parents and caregivers can also access this on the school website www.heriot.school.nz.

Heriot School's Bus Controller is the principal, Mr Colin McHutchon. The Bus Controller plays a vital role in the provision of school transport. Bus Controllers are the main point of contact within the school for transport for caregivers and are responsible for bus route administration and safety. If you wish to discuss any aspect of the buses please contact Mr McHutchon at school to arrange a time to meet.

BUS BEHAVIOUR EXPECTATIONS

In order to ensure orderly behaviour on the buses, the following guidelines are expected to be observed by all students:

1. Passengers sit down straight away and remain in their seats for the whole journey.
2. If a passenger is standing, they should stay behind the driver at all times, stand quietly, and not push or move around the bus.
3. Passengers do not eat or drink in the bus.
4. Passengers do not throw objects inside or out of the bus.
5. Passengers use socially acceptable language when talking to the driver and/or other students, and speak quietly so they do not distract the driver.
6. Passengers respect the transport service provider's property at all times (e.g. do not stand on seats or vandalise the bus in any way).
7. Passengers do not harass, bully, or abuse other passengers or the driver in any way, whether verbally or physically.

8. Passengers respect others' property and do not interfere with it in any way.
9. Passengers listen to and follow the requirements and instructions of the bus driver and the teacher/s on duty at all times.
10. Passengers do not engage in any behaviour that could put other passengers, the driver or themselves at risk.

TRANSPORTATION: DISCIPLINARY GUIDELINES

In cases of unsatisfactory conduct on any bus operated for Heriot School, the following procedures will be abided by:

1. Generally the bus driver will deal with minor behaviour issues. *(Stage 1)*
2. Repeated minor offences, serious misbehaviour or unsafe behaviour will be reported to the Bus Controller. The student/s will be warned about their behaviour and a plan of action will be agreed to avoid further disciplinary action. *(Stage 2)*
3. Student/s assigned a seat. At this point the Bus Controller will contact the parents involved via a phone call informing them of the student/s behaviour, communicating what has happened to this point. *(Stage 3)*
4. Letter to parents and assign appropriate consequences, e.g. stand-down from the bus for a specified time, or removal of bus privileges altogether in extreme cases. *(Stage 4)*

Remember, transportation on the school bus is a privilege and not a right!