

# STUDENT RESPONSIBILITIES AND CODE OF CONDUCT FOR BUS TRAVEL

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and driver. Matters of safety and student conduct are viewed seriously. All students who travel on the Penola Catholic College buses must read, agree and sign, in conjunction with their parent/guardian the Student Responsibilities and Code of Conduct for Bus Travel.

## Purpose

The Student Responsibilities and Code of Conduct for Bus Travel seeks to:

- Provide safe environments for students to arrive and leave the school
- Take all reasonable measures to ensure the safety of students travelling by bus
- Provide clear guidance for students on the expectations of how to behave on the bus and at bus stops.

## Expectations

Students are expected to:

- Adhere to the College Code of Conduct at all times whilst in Uniform, on school property or travelling on school buses
- Carry your Penola Catholic College student ID card to be able to board the bus
- Respect other people and property
- Wait for the bus and alight from the bus in a responsible and orderly manner
- Take responsibility for their own conduct, and maintain a respectful and safe manner whilst on the bus
- Use technology/mobile phones respectfully and appropriately. Do not play loud music or take photos or film whilst on the bus.
- Alert college staff of any concerns for themselves or others whilst traveling to and from school.
- Follow all reasonable directions of drivers immediately, particularly in the case of an emergency or a breakdown.

These expected behaviours, including specific examples, are outlined in the table below.

Expected Behaviour	Examples
Respect other people and property	<ul style="list-style-type: none"> <li>• Treat other people and their possessions with care, consideration and respect</li> <li>• Respect bus property/equipment by not causing damage and reporting vandalism.</li> </ul>
Wait for the bus in a responsible and orderly manner	<ul style="list-style-type: none"> <li>• Wait back at a safe distance from the bus/roadway until it stops</li> <li>• Stand quietly without calling out or shouting</li> <li>• Refrain from pushing other people in line</li> </ul>

Take responsibility for their own conduct, and maintain a respectful and safe manner whilst on the bus	<ul style="list-style-type: none"> <li>• Carry your Penola Catholic College student ID card at all times</li> <li>• Stay in your seat and once seated, avoid movement around the bus</li> <li>• Keep arms, legs and heads inside the bus</li> <li>• Store school bags under the seat</li> <li>• Refrain from throwing objects around the bus</li> <li>• Refrain from attracting the attention of the driver except in the case of emergency</li> <li>• Speak quietly to people around you; refrain from shouting or yelling</li> <li>• Always wear the seatbelt provided</li> <li>• Refrain from putting your feet on the seats</li> <li>• Refrain from eating or drinking (except water) on the bus</li> <li>• Use appropriate language at all times; offensive language will not be tolerated</li> <li>• Use mobile devices/electronically devices responsibly</li> </ul>
Use designated bus stops	It is the responsibility of students to disembark at their correct designated stop
Exit the bus in an orderly fashion	<ul style="list-style-type: none"> <li>• Wait until the bus stops before standing or removing their seat belt to disembark</li> <li>• Exit the bus in a quiet and orderly fashion</li> <li>• Wait until the bus has moved away before crossing the road; never cross the road in front of the bus</li> <li>• Use crossings or traffic lights if available</li> </ul>
Follow the directions of the drivers	<ul style="list-style-type: none"> <li>• Listen to the driver and follow the driver's directions without argument, such as wear to sit or remain on the bus</li> <li>• Follow the instructions from the driver about safety on the bus, particularly in the case of an emergency or breakdown</li> </ul>

### Breaches of behaviour expectation on the College Bus

Student misbehaviour on the College Bus will result in the Director of Students and/or the Deputy Principal being notified. Parents will be notified of any significant breaches of expectations.

Breaches may result in:

- Warning
- A written apology
- Detention after school/Saturday
- Temporary suspension of bus pass
- Permanent suspension of bus pass
- Additional disciplinary action, depending on the gravity of the offence

**Student Name:** \_\_\_\_\_

**Student Homeroom:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_