

## Code of Conduct for School Students Travelling on Buses

### 1. Purpose

To keep other passengers and bus drivers safe and comfortable, all school students who use buses either to travel to and from school or for other school-related activities (e.g., school sport, excursions and camps) are required to comply with the [Code of Conduct for School Students Travelling on Buses](#) (Department of Transport and Mains Roads). The Code clarifies expected standards of school student behaviour and provides a framework for the management of misconduct. The aim of the Code is to ensure safe and responsible school bus travel for all passengers, including bus drivers.

The Code provides guidelines for the safe travel of school students on buses which includes student conduct while waiting to get on the bus, travelling on the bus, getting off the bus and leaving the bus stop area safely.

### 2. Students

#### Students' Role

To be a safe and responsible passenger.

#### Students' Rights

- To be safe
- To be respected and treated fairly.

#### Students' Responsibilities

To act safely and responsibly by:

- Following driver instructions
- Following the bus rules and the Code
- Respecting self and others
- Respecting own property and the property of others
- Communicating respectfully with others
- Accepting consequences for bus misconduct, which can include refusal of travel.

#### Students' Expected Behaviours

- Wait at the bus stop in an orderly manner
- Respect other people and their property
- Behave in a way that ensures a safe bus journey for all passengers by:
  - following bus rules
  - staying in the right place
  - behaving in a calm, non-aggressive way
  - keeping hands and feet to self
  - speaking politely
  - storing all objects safely
- Get off the bus in an orderly manner
- Follow the driver's safety instructions.

### 3. Parents / Carers

#### Parents' and Carers' Roles

To actively support bus safety with their school aged children.

### **Parents' and Carers' Rights**

- Safe and comfortable travel for their children
- To be respected and treated fairly
- To be consulted and to receive accurate information about the bus behaviour of their children.

### **Parents' and Carers' Responsibilities**

- To ensure that their children are capable of travelling independently on the bus
- To ensure their children have an understanding of the Code, the bus rules and appropriate behaviour
- To communicate respectfully with the operator, school and transport staff
- To teach their children about bus safety and raise their awareness of the consequences for misconduct which can include refusal of travel
- To demonstrate appropriate bus travel behaviours to their children
- To co-operate with the school and bus operator in managing bus misconduct and implementing agreed actions which can include refusal of travel
- To ensure the safe travel of their children to and from the bus stop
- To be available for discussions about the behaviour of their children
- To cooperate with the implementation of agreed actions under the Code, which could include refused travel for a period of time or implementation of behaviour agreements to support improvements in students' travel behaviour.

### **Parents' and Carers' Responsibilities**

- To cooperate with their children's school and the bus operator in discussing behaviour incidents and in implementing any agreed disciplinary action, such as making alternative travel arrangements during a period of refused travel
- To communicate with the bus operator and the school about their children's bus transport and respond to phone and written communication
- To address concerns about their children's bus travel by promptly contacting the bus operator so that relevant issues can be managed using the procedures outlined in the Code.

## **4. St John's Lutheran School**

### **School's Role**

To promote bus safety and collaborate in the management of student bus safety.

### **School's Rights**

- Safe and comfortable travel for their students
- To be consulted and to receive accurate information about their students' school bus behaviour
- To be respected.

### **School's Responsibilities**

- To communicate respectfully and collaborate with stakeholders in the implementation of the Code
- To support bus operators in the application of the Code's procedures and processes
- To reinforce safe bus travel and the Code's messages in school-based processes
- To facilitate effective communication between bus operators and students/parents/carers.

**School's Expected Behaviours**

- To provide information on the Code to parents/carers
- To support the bus operator in implementing consequences for school students who breach the Code which can include refusal of travel
- To collaborate with bus operators and parents/carers in relation to their students' behaviour on buses
- To ensure a suitable level of supervision at school bus collection points, where appropriate
- To reinforce with students the need for safe and responsible behaviour on buses.

Excerpt from the Code of Conduct for School Students Travelling on Buses

## 5.1. The rights and responsibilities of those involved with student bus travel

Rights						
To be safe: travel free from harm; have safety and wellbeing protected.			To be respected: actively listened to; provided with accurate information; consulted; treated fairly; treated with courtesy.			
Roles						
Students	Parents/carers	Bus drivers	Bus operators	Conveyance committees*	Principal/school staff	Queensland Government
Be a safe and responsible passenger.	Actively support bus safety with their school aged children.	Be a safe and responsible driver.	Ensure the quality operation of bus services.	Assist school principals and bus operators in maintaining discipline of school students while travelling on buses.	Promote bus safety and collaborate in the management of student bus safety.	Develop the Code of Conduct guidelines and support its effective implementation.
Responsibilities						
Students	Parents/carers	Bus drivers	Bus operators	Conveyance committees*	Principal/school staff	TMR
<ul style="list-style-type: none"> <li>Be responsible for their own behaviour.</li> <li>Act safely and responsibly.</li> <li>Pay a fare upon boarding the bus.</li> <li>Follow driver instructions, bus rules and the Code.</li> <li>Understand and accept the consequences of bus misconduct, (which can include refusal of travel).</li> <li>Respect themselves and others including their own and others' property.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure their children are capable of travelling independently.</li> <li>Teach their children about bus safety rules and appropriate behaviour, the Code and consequences for misconduct (which can include refusal of travel).</li> <li>Provide their students with a fare / valid go card for bus travel.</li> <li>Demonstrate appropriate bus travel behaviours to children.</li> <li>Communicate respectfully and cooperate with the driver, operator, school and transport staff in managing misconduct.</li> <li>Ensure the safe travel of their children to and from the bus service.</li> <li>Be available for discussions about the behaviour of their children.</li> <li>Cooperate with the implementation of agreed actions under the Code, which can include refused travel for a period of time or a behaviour agreement.</li> </ul>	<ul style="list-style-type: none"> <li>Drive safely.</li> <li>Undertake required training.</li> <li>Utilise appropriate behaviour management strategies.</li> <li>Follow Code by reporting incidents of misconduct (including fare evasion) and operator policy and procedures.</li> <li>Communicate in a clear and respectful manner.</li> <li>Promptly record and inform operators of student behaviour incidents and driver actions.</li> <li>Treat students fairly and with respect.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure drivers are appropriately trained and supported in implementing the Code including managing student behaviour.</li> <li>Communicate respectfully with parents/carers and schools to collaboratively manage student behaviour on buses.</li> <li>Maintain confidentiality and privacy.</li> <li>Implement consequences for breaching the Code in a fair and consistent manner.</li> <li>Keep clear records of behaviour incidents involving school students, including actions taken.</li> <li>Ensure students and drivers travel in a safe environment.</li> </ul>	<ul style="list-style-type: none"> <li>Treat all discussions confidentially.</li> <li>Adhere to the Code's processes and procedures.</li> <li>Encourage students to act safely and responsibly.</li> </ul> <p>*(where applicable)</p>	<ul style="list-style-type: none"> <li>Collaborate with stakeholders and communicate respectfully in implementing the Code.</li> <li>Support bus operators in the application of the Code's procedures and processes.</li> <li>Reinforce safe bus travel and the Code's messages in school based processes.</li> <li>Facilitate effective communication between bus operators and students/parents/carers.</li> </ul>	<ul style="list-style-type: none"> <li>Provide advice and support to stakeholders in the implementation of the Code.</li> <li>Undertake Code policy reviews as appropriate.</li> <li>Manage review processes for students who are refused bus travel.</li> <li>Investigate complaints about bus operators' services.</li> <li>Monitor and review bus operators' compliance with the Code.</li> </ul>