

This Code of Conduct is between _____ (student),
_____ (their caregiver), **KIWI Coach Charters**, and Elim Christian College.

The caregiver and the student should ensure they have read and understood this document, which is to be adhered to for the safety of the bus driver and all students travelling on the school bus.

I, _____ (student), agree to abide by the behavioural expectations described below:

- When I am a seated passenger, I will remain in my seat for the whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing passenger, I will stand quietly and not push or move around the bus.
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- I will use socially acceptable language when conversing with the driver and/or other students and I will not speak at a volume that may distract the driver.
- I will respect the property of the bus operator at all times (e.g. refraining from standing on seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver or other students at risk.
- I will observe the requirements and instructions of the bus driver and the teacher/s responsible for bus duty at all times.
- I understand that any damage I cause to the bus will result in my caregiver being billed for the cost of repairs.

The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected in the classroom. We hope that caregivers will support the school in maintaining these standards of behaviour.

IF THIS CODE OF CONDUCT IS BROKEN:

- The caregiver will be notified immediately and advised that future bus transport may be in jeopardy should the inappropriate behaviour continue. The student may go on daily report for a week.
- If there is no satisfactory improvement evident after one week, an interview will be arranged between the student, caregiver(s), and school.
- If there is still no improvement, travel on a school bus will be withdrawn, and the caregiver will be required to find alternative transport to get the student to school. The period of withdrawal will be decided on a case by case basis but may vary from one week to a maximum of six months.
- In extreme cases of misbehaviour the privilege of travelling on a school bus could be withdrawn immediately.

AGREEMENT

I agree to abide by the conditions of this contract and understand the consequences if I do not.

(Signed) _____ (Student) (Signed) _____ (Caregiver)

(Signed) _____ (Principal) (Signed) _____ (Bus Operator)

Date: _____ (Return to Elim Christian College Office)

This Code of Conduct is between _____ (student),
_____ (their caregiver), **Howick and Eastern Buses Ltd**, and
Elim Christian College.

The caregiver and the student should ensure they have read and understood this document, which is to be adhered to for the safety of the bus driver and all students travelling on the school bus.

I, _____ (student), agree to abide by the behavioural expectations described below:

- When I am a seated passenger, I will remain in my seat for the whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing passenger, I will stand quietly and not push or move around the bus.
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- I will use socially acceptable language when conversing with the driver and/or other students and I will not speak at a volume that may distract the driver.
- I will respect the property of the bus operator at all times (e.g. refraining from standing on seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver or other students at risk.
- I will observe the requirements and instructions of the bus driver and the teacher/s responsible for bus duty at all times.
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(Signed) _____ (Principal) (Signed) _____ (Bus Operator)

Date: _____ (Return to Elim Christian College Office)

School Bus Incident Reporting:

From Time to time incidents occur on school buses with students and/or drivers acting inappropriately. This guide outlines the behaviours deemed inappropriate and steps taken to prevent there reoccurrence.

Student behaviours deemed inappropriate on buses:

1. Fighting.
2. Using the bell unnecessarily.
3. Shouting in the bus.
4. Throwing food.
5. Tagging/ graffiti.
6. Continuously not paying fares.
7. Standing on seats.
8. Inappropriate Language.
9. Any other reasonable other action that might distract the driver or cause damage to the bus.

Inappropriate Bus Driver Behaviour.

- Drivers will take all students home. A driver cannot refuse entry of a student unless previously arranged by the school and the companies policy.
- Drivers will not use abusive language towards students on their buses. They will ask students in a respectful fashion to stop what they are doing; if they do not do so the driver will take note of the behaviour and report it to their supervisor immediately.
- Drivers will NOT touch a student in any way other then assisting them on or off the bus where required.

In the event that a driver takes actions that are deemed inappropriate they themselves will be investigated and appropriate consequences given depending on the incident.

i.e. Inappropriate language could result in removal of the driver from the school run.

Adapted from the Howick and Eastern Bus Company

Note:

At the beginning of the year, the school will appoint Bus monitors to the Howick and Eastern and Kiwi Buses Bus monitors. The Bus monitors will report inappropriate behaviour to the Deputy Principal who will then investigate and take appropriate action. Bus pupils may also make complaints regarding inappropriate bus behaviour to bus monitors who will advise the deputy Principal.

Safe Behaviour on Buses MOE Reference Guide

How serious is the unsafe or inappropriate behaviour?

LOW-LEVEL SAFETY RISK AND INAPPROPRIATE BEHAVIOUR

(e.g. abusive language or behaviour, spitting, writing on seats or walls, excessive noise, pushing, moving around the bus)

MID-LEVEL SAFETY RISK AND INAPPROPRIATE BEHAVIOUR

(e.g. placing body parts outside of bus, harassing or bullying other students, verbal abuse)

HIGH-LEVEL SAFETY RISK AND SERIOUS INAPPROPRIATE BEHAVIOUR

(e.g. fighting other students, slashing seats, removing equipment, tampering with emergency exits, breaking windows, throwing objects inside or outside the bus)

EXTREME SAFETY RISK

(e.g. physically attacking the driver or other passengers, threatening physical harm with a weapon, lighting fires)

1. **BUS DRIVER** asks student to stop behaviour (if he or she is comfortable doing so).
2. **BUS DRIVER** records student/s name/s and details of the action. Bus driver then advises bus operator on return to depot.

1. Bus operator contacts principal to advise situation.
2. Principal takes disciplinary action with student.
3. Principal advises caregiver that student's access to school transport is in jeopardy.

BUS DRIVER stops bus, informs student/s that behaviour could result in police being contacted. Continues route.

Does behaviour occur again on same trip?

NO YES

BUS DRIVER stops bus immediately and contacts bus operator and Police.

1. Police remove student from the bus and take appropriate action, including advising the principal (if appropriate).
2. Bus operator advises Service Agent and principal (if not already advised).
3. Bus driver continues route.
4. Principal takes disciplinary action as appropriate and advises Service Agent and bus operator of outcome.
5. Bus operator advises bus driver of outcome.
6. Service Agent contacts relevant parties, completes an incident report and forwards to MoE.
7. MoE forwards information to LTSA as appropriate.