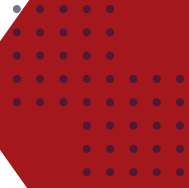




SWAN REACH
AREA SCHOOL



BUS PROTOCOL

Bus Protocol

PLEASE BE REMINDED OF THE FOLLOWING PROTOCOL RELEVANT TO USERS OF THE SCHOOLS'S BUS SERVICE.

IN THE CASE WHERE A CHILD WILL NOT USE THE BUS SERVICE DUE TO ILLNESS ETC:

- Let the school know the day before or contact the bus driver directly via text message
- If the occasion permits, then the bus driver will be informed by the school of the changed circumstances. This communication will utilise the school's mobile phone.
- If the driver is not aware of the circumstances as to why the student is not at the bus stop, the driver, out of courtesy, will wait a period of two minutes only before continuing with their bus route. The two-minute period starts from the time stated as the departure time on the timetable.

IN THE CASE WHERE THE BUS IS AHEAD OF SCHEDULE:

- The driver will hold the bus at the stop until the departure time. The bus driver will hold the bus for an extra two minutes if a student is not at the stop.
- Parents and caregivers are reminded that the Principal's permission must be obtained before students other than the regular passengers on the bus can use the bus service.

IN THE CASE WHERE A CHILD HAS AN OCCASIONAL CHANGE OF BUS STOP:

Let the school know by phone or written note. The Front Office will advise the bus driver of the change.

AFTERNOON RUN - In the case where there is no-one at bus stop:

- The driver firstly, out of courtesy will wait for two minutes and telephone the parent/carer listed as the contact on the bus timetable sheet if no contact is made the driver will then implement the 'alternative options' parents supplied to the bus drivers at the beginning of the year.
- If all options have been utilised and still no resolution the bus drivers will continue their bus route and your child(ren) will be returned to school where you can collect them.
- Please DO NOT DEPART YOUR BUS STOP, until ALL CHILDREN at the stop have alighted from the bus and are in the care of a parent/carer. Once the bus has departed it is safe for parents/carers to then depart the stop.



BUSES WILL ONLY STOP AT DESIGNATED STOPS

PLEASE TAKE NOTE OF THE TIMES THAT THE BUS WILL DEPART FROM YOUR STOP!

Parents and caregivers are reminded that the Principal's permission must be obtained before students other than the regular passengers on the bus can use the bus service.

Bus drivers will physically inspect the bus for any remaining students at the end of the morning and afternoon run by way of a physical walk through as per DfE safe transportation procedure.

