



## POLICY AND PROCEDURES MANUAL

### Secondary Students Conditions of Bus Use Agreement

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## 1. OVERVIEW

Via the provision of its bus services, Rehoboth Christian College aims to provide a safe, accessible, and enjoyable means of transportation for the College community. In order to achieve this, the College has implemented a Secondary Students Conditions of Bus Use Agreement Policy, which outlines its expectations for secondary student behaviour and staff procedures.

## 2. RATIONALE AND SCOPE

The purpose of this policy is to ensure Rehoboth secondary students demonstrate an acceptable standard of behaviour in keeping with the Christian ethos of the College. As Secondary students are expected to show a greater degree of maturity and responsibility for their actions, they will therefore be requested to read and understand the Conditions of Use and sign the documentation.

## 3. ATTACHMENTS AND REFERENCES

This policy should be read in conjunction with the following documents:

- Secondary Student Form – Bus Usage Agreement Form
- Bus Standards and Conditions of Use
- Bus Application form and Student Agreement

## 4. DEFINITIONS

**Drivers** are those appropriately licensed and authorised by the College to operate a bus.

**Passengers** refers to any other individual who is otherwise present on a bus for the duration of a journey and may include:

- students who are registered users of the College's daily scheduled routes (either full-time, part-time, or casual);
- students using the bus service as transport to and from an Excursion or other College activity;
- teachers or parents accompanying students in either of the above.



## 5. PROCEDURES

- a) The secondary students are requested to read, understand and sign the Bus Standards and Conditions of Use Agreement.
- b) Once the agreement has been handed in to the Business Office or the Secondary Secretaries, the signed agreement forms will be collated by the Business Office.
- c) The Business Office will then keep a record of students who have signed the agreements and will scan copies of these forms on to the One Drive.
- d) Any students that have failed to sign this agreement will be followed up.
- e) If a secondary student is regularly using the Rehoboth Bus Service and has consistently failed to sign and hand in the agreement, their parents will be informed, their bus pass will be removed and they will be unable to use the service.
- f) The business office will keep the original copy of this signed agreement in the student's family file
- g) The secondary office will keep a copy of the agreement in the students file.

## 6. PROCEDURAL STEPS

### 6.1 Stage 1: Student to sign the agreement

- a) The Secondary student is expected to read and understand the Conditions of Use and sign the agreement.
- b) Parents and students are expected to be conversant with the standards and conditions of the full Bus Standards and Conditions of Use policy. This policy is available from the College website or upon request.

### 6.2 Stage 2: The agreement to be handed into the College office

- a) The secondary student or parent can hand in or post the signed agreement into any office at the College.



## 6.3 Stage 3: All forms to be sent to the Business Office

- a) All forms received will then be passed on to the Business Office where a record will be taken.
- b) If a student is recorded as using the bus service but has not signed an agreement, then the Business Office will contact their parents.
- c) The parent will be advised that a signed agreement is required in order for the student to continue using the Rehoboth Bus Service.
- d) If no agreement has been received after two weeks of this correspondence, then the student will no longer be allowed to use the service.

## 6.4 Stage 4: Keeping a record

- a) All forms will be kept in the Business Office
- b) Copies will be scanned and saved on the One Drive for Secretaries to access.
- c) The original agreement will be kept in the family file in the Business office
- d) Copies of the agreement will also be printed and kept in the secondary student file.



## BUS SERVICE

### Secondary Students Conditions of Use and Agreement

The bus service will only be provided to Rehoboth students who demonstrate acceptable standards of behaviour in keeping with the Christian ethos of the College. Throughout the year all Secondary students will make use of the bus either for excursions, carnivals, camps, or transport to and from the College. As Secondary students are expected to show a greater degree of maturity and responsibility for their actions, it is therefore requested that you read and understand these conditions and sign your agreement below.

The following conditions apply to all students during every bus journey:

- a) Parents and students are expected to be conversant with the standards and conditions of the full Bus Standards and Conditions of Use policy. This policy is available from the College website or upon request.
- b) The Driver's instructions are to be adhered to at all times.
- c) Seatbelts must be worn at all times.
- d) No food or drink (with the exception of water) is to be consumed on the bus.
- e) Fighting, bullying, arguing, bad language, moving around the bus whilst it is in motion, leaning or hanging out of bus windows will not be tolerated.
- f) If a student has been found to have vandalised or otherwise damaged the bus in any way, the costs for these repairs will be charged to the parents' account.
- g) In the event of unforeseen circumstances, such as road closures, accidents, or extreme weather, the College reserves the right to vary transport arrangements for students. Whilst every effort is made to contact parents about this, it may not always be possible to do so in advance.
- h) The College reserves the right to remove any student from the bus who does not comply with these conditions.

**Where Secondary students are also using the bus for transport between home and the College, the following conditions apply in addition to the above:**

- a) Students are expected to be at their stop 5 minutes earlier than timetabled in the morning, and to be able to make their way home promptly from their stop in the afternoon., and be at the stop 5 minutes prior to the scheduled afternoon time for collection.
- b) It will be an ongoing responsibility of parents to ensure that their children have a valid bus pass, which is to be presented to the Driver when boarding the bus.
- c) Families who wish to terminate their bus application must return their current bus pass to the Business Office before a credit will be issued.
- d) Changes may be made to the timetable from time to time. Where this occurs, the College will make all reasonable attempts to contact affected families.

\_\_\_\_\_  
PRINT STUDENT NAME

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**Please return your completed form to the Business Office.**