

## Bus Policy

Policy Number: G16				
Version	Date Issued	Prepared By	Approved By	Comments
1	July 2011	SMT	SMT	New Policy Created
2	July 2013	SMT	SMT	Reviewed
3	July 2015	SMT	SMT	Reviewed
4	March 2017	SMT	SMT	Reviewed

The aim of the bus is to provide safe, reliable and professional transport service.

All safety belts are checked daily when buckling children in by the support staff. All other maintenance required on the bus is monitored by the driver. Any issues should be reported to the office as soon as required. The bus will also have major checks completed in the summer ensuring that the bus is adequate for the service.

### **Driver**

The driver ensures that a suitable route is planned for the students working with the office to ensure that children are not on the bus longer than necessary. The driver must drive safely adhering to the laws as set out by the Ministry of Transport at all times. The bus is fitted with a GPS tracking system that allows location, speed and history of journeys to be tracked.

### **Support Working**

The support worker must support children on and off the bus ensuring their safety and communicate with parents and the office. The support worker must ensure that all children are wearing safety belts always when the bus is moving. The support worker is on the bus to support the behaviour of the students. They should use the same system as in school with the star, sun system and inform the office if there are any issues so that the office may address them.