



Government of South Australia

Department for Education

08 8556 5060

dl.0222.info@schools.sa.edu.au

58 Quinliven Road, Aldinga Beach, SA 5173

Transport Procedure

RATIONALE

In accordance with the Department for Education's School Transport Policy, a bus service for Aldinga Beach Primary School has been established and will primarily service the Sellicks Beach area. This procedure provides additional local level information specific to the operation of this bus service.

SCOPE

The Transport Procedure applies to eligible students who utilise the Aldinga Beach Primary School bus service, and to staff of the external contractor who operates the service. **RELEVANT POLICIES**

These procedures should be read in conjunction with the Department for Education's [School Transport Policy](#).


BUS SERVICE

The Minister's delegate has given approval for eligible primary students at Aldinga Beach Primary School to be provided with transport assistance. The approved bus service is operated by an external school bus operator, Willunga Charter, under contract with the Minister for Education.

ELIGIBILITY

Primary students who reside 5 kilometres or more, by the shortest most practicable all weather road route from their nearest government school or school bus service, are eligible to use this service. Parents/caregivers must complete and return a 'Request for Bus Travel Form' before their child/ren can utilise the bus service.

Students who do not meet the eligibility criteria to travel on a bus may submit an application to the school, who will consider the reason for the request and determine if spare seats are available. Any approvals granted will be conditional upon there continuing to be sufficient seats available. In this context, approval may be revoked at any time noting that the school will endeavour to ensure that parents/caregivers are given sufficient lead time to make alternative arrangements for their child/ren.



Bus passes will be issued on approval and must be returned if student becomes ineligible for the service, leaves the school or is suspended from using the service.

ROUTE, TIMETABLE AND BUS STOPS

The approved bus route for the morning and afternoon is outlined on the [Willunga Charter website](#). The bus service timetable, bus stops, and other operational considerations will be developed by the school in collaboration with the bus operator, and in accordance with the Department for Education's School transport policy.

BEHAVIOUR

Students utilising the bus service are expected to adhere to the school's Behaviour Policy. All reports of student misbehaviour associated with the school bus service will be followed up. Any actions taken will be in line with the school's Behaviour Policy.



Drivers

The school expects that the school's bus service driver/s:

- Are responsible, mature and of good moral character.
- Have ability to apply basic supervisory skills in relation to students.
- Can communicate effectively with students, parents/caregivers, and school staff.
- Have recent, satisfactory bus driving experience.

Any reports of misconduct or any breach of school, departmental or legislative requirements is acted on immediately and resolved.

Allegations of misconduct of a personal nature must be reported immediately by the Principal or delegate to the Education Director for appropriate action, including legal advice if necessary. Such allegations often have serious and sensitive consequences requiring prompt attention. The critical incident and/or mandatory notification process should be followed as appropriate. Concerns regarding contract driver behaviour or performance should be raised with the driver's employer or with the Manager of Transport Services as necessary. Parents/Caregivers should raise all misconduct concerns directly with the Principal.



BUSH FIRES

Aldinga Beach Primary School is in the Mount Lofty Ranges fire ban district (refer CFS website for further information). The bus service will not operate on 'catastrophic' fire risk days. The determination of a catastrophic day is made after 4:00pm on the day prior to and information is outlined on the CFS website.

It is the responsibility of parents/caregivers to be aware of this information and to make other transport arrangements for the following day. Should a fire occur during the day in any of the areas served by the school bus, the service will not run until the school has been notified by the authorities that it is safe to allow travel along the normal bus route. If this clearance is not received before the end of the school day students will be held at the school and will need to be picked up by a parent or responsible adult known to the student. Parents\caregivers will be notified (via the Parent Portal on our Student Management System) of a cancelled bus as soon as we are able to make the decision.

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