

# Bus Code of Conduct

Encounter Lutheran College



By completing and signing the Encounter Lutheran College Bus Transportation Application Form, you are acknowledging and agreeing to the following conditions, fees and code of conduct.

## Code of Conduct

Normal school rules apply to students using this service with additional rules that are specific to bus travel.

- Arrive at your bus stop at least 5 minutes earlier than the scheduled arrival time for your stop.
- The driver's directives are to be obeyed.
- Student College bus card must be produced and ready to tap on/off on entry/exit for each journey.
- Seat belts must be worn at all times.
- Students are to be seated facing forward at all times.
- No standing or placing feet on seats.
- No students are permitted to move about on the bus while it is in motion.
- No shouting or loud noises; a reasonable level of talk is acceptable.
- No bubble or chewing gum, confectionery, food or drinks on the bus. Water is allowed.
- Bags are to be placed by student's feet or in storage area provided and not placed on seats or in the aisle causing trip hazards.
- Students are not to alter, deface or damage in any way the College bus card.
- Lost and faulty bus cards are to be reported immediately.
- Willful damage to the bus must be paid for by the student(s) responsible.
- In cases of serious breaches of bus rules, students may be suspended from the bus.
- Board and exit the bus in an orderly manner.
- Always cross the road at the rear of the bus, not at the front. Crossings and lights must be used at all times where they are provided.

## In case of emergency:

- Remain calm and follow the bus driver's instructions.

## Please note:

- The cost of any damage caused to the bus during travel will be charged to the student of his/her family.
- The College reserves the right to prohibit any student on the bus service. Students who do not comply with the bus rules may have their travel privileges cancelled.
- Every possible care will be exercised by the drivers in the discharge of their duties. The College does not accept any liability for an accident which may arise as a result of, or in connection with, travel on the bus service.
- If a bus card is lost, or becomes faulty, there is a replacement fee of \$6.50 which will need to be purchased from Student Services.

## **Bus Routes and Stops**

Bus routes are set annually in consultation with our service operator, Willunga Charter. The College reserves the right to make route and timetable changes subject to demand and school operational requirements. Any changes to the College bus services will be notified to parents well in advance of implementation.

## **Tap On/Tap Off System**

- College buses operate using a 'Tap On – Tap Off' system.
- It is expected that each child utilising a bus provided by Encounter Lutheran College taps on and off appropriately, at the beginning and end of every trip.
- If a bus card has been lost, or no longer works, a new card will need to be purchased through Student Services at a cost of \$6.50 each.