



Code of Conduct Student Conduct on the Bus and in Private Vehicles used for transport in connection with the operations of the College

Code of Conduct	The Hills International College Code of Conduct for Conduct for travel on the buses and in private vehicles will ensure appropriate conduct of students so that students have safe and enjoyable travel to and from school; and to excursions, camps and other College events. By following this code, students will be helping to ensure a comfortable, pleasant, and safe ride for all passengers. The Code of Conduct is set out in detail below.	
Scope:	Students and adult drivers	
Policy Owner:	Principal	
Status:	Version 2	Supersedes: Code of Conduct_v1_May 2022
Authorised by:	Principal	Date of Authorisation: 04.08.2025
References:	This policy has been framed and created with reference to the guidance and instruction found in the Department of Traffic and Main Roads "Code of Conduct for Students Travelling on School Buses" document (2021) <ul style="list-style-type: none">• Code of conduct Translink	
Review:	2 Years	

Students must:

- Treat other people and their possessions with respect
- Follow the bus driver's directions without argument
- Do not interfere with bus/private vehicle property, equipment, shelters, and signs by marking or damaging them in any way.

Waiting for the bus/private vehicle:

- Arrive in a timely fashion to meet the bus/private vehicle
- Wait for the bus/private vehicle in an orderly manner and in the right place
- Wait well back from the bus/private vehicle until it stops and allow other passengers to leave the bus/private vehicle before boarding it – this is for everyone's safety
- Stand quietly without calling out or shouting
- Do not push other people in the line

While on the bus/private vehicle:

- Conduct yourself in an orderly manner
- Always follow instructions from the driver about safety
- Show your student card upon request (if required)
- Sit properly with your belt buckled or in an allocated seat if directed by the driver
- Remain in the area designated by the driver
- Store bags on your lap, under the seat, or in luggage compartments (if provided)
- Speak quietly, avoiding unnecessary noise
- Disembark safely at your designated stop

When getting off the bus/out of the private vehicle:

- Do so in an orderly manner
- Wait until the bus/private vehicle stops before standing to get off
- Exit from the bus/private vehicle in a quiet and orderly fashion
- Never cross the road in front of the bus/private vehicle – students should wait until the bus/private vehicle has moved away before crossing the road (when it is safe to do so)
- Use crossings or traffic lights if available

In the case of an emergency or breakdown, follow the driver's instructions:

- Wait until the bus/private vehicle stops before standing to get off
- Leave the bus/private vehicle in a quiet and orderly fashion
- Wait in the area indicated by the driver

Students **MUST NOT**:

- Bully or harass other students or the driver, directly, or via electronic media
- Place feet on the seats
- Fight, spit or use offensive language
- Throw any article around, or from the bus/private vehicle
- Consume food or drink, or play loud music without permission from the driver
- Smoke/vape
- Use an aerosol
- Allow any portion of their body to protrude out of the bus/private vehicle windows

Categories of breaches of the Code of Conduct

To promote consistency in responding to breaches of the Code of Conduct, behaviour problems have been divided into four categories. Please note that those items listed below are examples only of the type of behaviour that fits each category; there may be other types of behaviour not listed that fit into a particular category.

1. Unacceptable behaviour – this includes behaviour that may be irritating, unpleasant but not physically dangerous:

- Failing to show a student card
- Eating on the bus/private vehicle (unless for medical reasons or with the permission of the driver)
- Offensive behaviour
- Inappropriate interactions by students with the driver
- Inappropriate use of mobile phones or cameras on the bus/private vehicle
- Excessive movement from seat to seat

Consequences:

- First Report of single incident

- written caution considered.
- Report of repeat of incidents in single journey
 - written caution and/or one to two days refused travel.
- Second (Repeat) Report in 10 school weeks
 - maximum five days refused travel and/or behaviour agreement for up to 10 school weeks.
- Third (Repeat) Report in 10 school weeks
 - maximum 10 days refused travel and/or behaviour agreement for up to 10 school weeks.
- In some circumstances an alternative consequence may be considered appropriate.

2. Dangerous behaviour – this category includes behaviours where there may be some physical danger to individuals:

- Distracting the driver by using persistent noise
- Allowing any part of their body to protrude from the bus/private vehicle
- Grabbing trees through the windows
- Spitting
- Harassing and bullying other passengers
- Pushing and shoving when boarding or exiting the bus
- Stopping others from disembarking at their stop
- Verbally threatening the driver
- Standing on steps
- Swinging on bus handrails
- Repeated failure to wear a seatbelt
- Smoking/vaping
- Distracting drivers through use of mobile phones or hand-held computer games
- Using a mobile phone to send threatening messages, photographing others without consent

Consequences

- First Report
 - refused bus/private vehicle travel (maximum five school days).
- Repeat Report within 10 school weeks
 - refused bus/private vehicle travel (maximum 10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

3. Dangerous and destructive behaviour – this category includes behaviour which is very dangerous to individuals, or very destructive:

- Throwing objects that have the potential to cause harm or damage
- Fighting
- Marking or damaging bus property (breaking windows, slashing seats)
- Using a seat belt as a weapon
- Destruction of bus/private vehicle property
- Being under the influence of illegal drugs, alcohol or volatile substances
- Repeated occurrences of dangerous behaviour (see Category 2 examples).

Consequences

- Report of single incident
 - Refused bus/private vehicle travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

4. Life-threatening behaviour – this includes highly dangerous behaviours:

- Physically attacking the driver or other passengers

- Pushing students out through the doors or windows
- Reckless or negligently endangering the safety of other passengers or themselves
- Lighting a fire on the bus/private vehicle
- Interfering with the safe mechanical operation of the bus/private vehicle
- Threatening physical harm with a dangerous weapon.

Consequences

- Report of single incident
 - Refused bus/private vehicle travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year).
 - Permanent refused travel.

In the event of any incident involving dangerous, destructive, or life-threatening behaviour (see 3. And 4. Above), the incident may be reported to the Queensland Police Service (QPS), as this could be a criminal offence. Once the matter has been reported to the QPS it is up to them what they decide to do. This does not mean that the only action taken against an individual will be that taken by the QPS. The College will also act against anyone who commits any such offences, which could include immediate cancellation of enrolment from the College.

Students with disabilities

Prior to a student with a disability travelling on buses/private vehicles, liaison between their parents/carers (including homestay parents) and Executive Leadership (usually the Head of Primary or Head of Wellbeing) must occur on an individual case management basis. This will necessitate parents/carers (including homestay parents) providing the appropriate support and information to ensure that appropriate travel strategies are implemented for them.

Whilst students with disabilities are covered under this Code of Conduct, it is important to recognise that the behaviour of these students may in fact be their way of communicating a need and not one of misbehaviour.

International Students

Head of International Programs will consult with homestay parents to ensure that international students are informed and well supported in understanding their rights and responsibilities when travelling on buses and in private transport.