



## Oropi School Bus Transportation Agreement

Oropi School provides school bus transport on behalf of the Ministry of Education. The Oropi School Bus Transportation Policy defines this service.

This formal agreement is between OROPI SCHOOL and the PARENT/CAREGIVER of the individual student transported.

The agreement sets out the service, responsibilities of each party and behavioural requirements of students.

This agreement will be renewed at the Board's discretion.

### **SERVICE ELIGIBILITY**

#### Ministry of Education Eligible Transport

The Ministry of Education defines eligibility for school bus transport as:

Students must live a minimum of 3.2 km from the school.

#### Oropi School Discretionary Transport

Children who do not fit the Ministry of Education's eligibility criteria may be provided bus transport through this service, however special conditions apply:

- The service is provided at the discretion of the school management and not available as-of-right.
- All children meeting the Ministry's eligibility criteria have preference over those travelling at the school's discretion. Children who may be riding the bus at the school's discretion will be the first removed should the bus become over-crowded. It may be timely for parents to take the distance from their home to the school (one way) to determine whether your child is eligible.
- The school cannot guarantee the long-term availability of seats to non-eligible students.
- The transport of non-eligible children may incur a monetary charge.
- Fees are not discounted for part time use. The fees remain the same regardless of the number of days children use the bus.
- The Parent/Guardian promises to pay the per term fee. Use of service indicates that the Parent/Guardian accepts the terms of the Contract and thus the responsibility to pay the per term fee.
- The school bus is not to be used to taxi children to play dates or other people's homes. Children must use the bus they are assigned to and not swap buses for their own convenience. These rules are in place to ensure the health and safety of all children at our School.
- Parents / caregivers must stay with their children at the bus stop until the bus has arrived. Please do not leave your children unattended unless you have specifically arranged with other parents at the bus stop.

## RESPONSIBILITIES OF CARE

1. Embarkation: It is the school's responsibility for loading the bus children onto the correct bus. The Bus Controllers are in charge.
2. Travelling: Whilst travelling all children must adhere to the Bus Rules (below).
3. Dis-embarkation: Getting off the bus is a shared responsibility of primarily the Parents/Caregivers with the support of the Bus Driver.

## RESPONSIBILITIES OF THE BUS CONTROLLER

Delivery of all Bus Procedures is the responsibility of the Bus Controller. Duties include:

- Liaising closely re students with the Bus Driver.
- Introducing new children to the Bus Driver.
- Being available to discuss any concerns in the first instance.
- The Bus Controller is ably assisted by the Bus Monitors who are appointed from the senior students.

## BUS LOADING PROCEDURE

Identification of the staff on duty is by their bright orange fluoro-jackets.

- Bus children assemble in the bus assembly area, in strict lines related to their disembarkation.
- The Bus Controller checks off the children's names.
- Our School office staff, "on a daily basis", adds any reason if a child will not be travelling on the bus. e.g. absent, sports practices, music, being collected by family, musical production rehearsals etc.
- Only the Bus Controllers will board the students on to the buses.
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## PARENT/CAREGIVER RESPONSIBILITIES

To ensure the safety of our children is paramount, it is vital that Parents/Caregivers inform the office, if your child/children will <u>not</u> be travelling home by our school bus before 2pm.
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## BUS RULES

1. Children who usually travel by bus will be loaded unless the school has been notified otherwise by phone call, email or letter.
2. No eating.
3. Remain seated.
4. Do not stand up before the bus has stopped for disembarking.
5. Follow requests made by Bus Monitors.
6. The bus service is not available for 'casual' rides.

## ESCALATION OF BEHAVIOURAL ISSUES

1. Names of children involved in inappropriate behaviour on the bus, are recorded daily in a notebook by the Bus Monitors.
2. Notebooks are viewed daily by the bus controller and behaviour issues investigated.
3. After 2 incidents involving poor behaviour parents/caregivers will be contacted by phone or letter.
4. Any subsequent offence within the same Term will result in suspension from travelling on the school bus for a specified period determined by the Bus Controller in consultation with the Principal.

**ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT**

<b>Student Name/s:</b>			
<b>Student Name/s:</b>			
<b>Student Name/s:</b>			
<b>Student Name/s:</b>			
<b>Parent/Caregiver Signature:</b>			
<b>Parent/Caregiver Name (please print):</b>			
<b>Home Address:</b>			
<b>Daytime Telephone Number:</b>			
<b>Mobile Telephone Number:</b>			
<b>Agreed Disembarkation Address:</b>			
<b>Start Date:</b>			
<b>Agreed Bus (please tick):</b>  <i>Children must use one regular bus.</i>  <i>We do not allow bus swapping.</i>	<input type="checkbox"/> <b>Wood Road Bus</b> <input type="checkbox"/> <b>Ohauti Bus</b> <input type="checkbox"/> <b>User Pays Bus</b> <input type="checkbox"/> <b>Gluepot Road Bus</b>		
<b>Indicate which days your child will be <u>on</u> the morning and afternoon bus.</b>	<table style="width:100%; border:none;"> <tr> <td style="width:50%; border:none;"> <input type="checkbox"/> <b>Monday am</b>  <input type="checkbox"/> <b>Tuesday am</b>  <input type="checkbox"/> <b>Wednesday am</b>  <input type="checkbox"/> <b>Thursday am</b>  <input type="checkbox"/> <b>Friday am</b> </td> <td style="width:50%; border:none;"> <input type="checkbox"/> <b>Monday pm</b>  <input type="checkbox"/> <b>Tuesday pm</b>  <input type="checkbox"/> <b>Wednesday pm</b>  <input type="checkbox"/> <b>Thursday pm</b>  <input type="checkbox"/> <b>Friday pm</b> </td> </tr> </table>	<input type="checkbox"/> <b>Monday am</b> <input type="checkbox"/> <b>Tuesday am</b> <input type="checkbox"/> <b>Wednesday am</b> <input type="checkbox"/> <b>Thursday am</b> <input type="checkbox"/> <b>Friday am</b>	<input type="checkbox"/> <b>Monday pm</b> <input type="checkbox"/> <b>Tuesday pm</b> <input type="checkbox"/> <b>Wednesday pm</b> <input type="checkbox"/> <b>Thursday pm</b> <input type="checkbox"/> <b>Friday pm</b>
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<b>I understand that this bus agreement will roll over from Term to Term unless I notify the office in writing</b>  <input type="checkbox"/> <b>Please tick</b>			

<b>Office Use Only</b>  <input type="checkbox"/> <b>Hero</b> <input type="checkbox"/> <b>Kindo</b> <input type="checkbox"/> <b>Bus List</b>
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