



TRANSPORT POLICY

Scope

School staff

School families & Caregivers

Aim

- To provide a safe means of transport to Nepean School in line with DET SDTP policy.
- To work cooperatively to manage a harmonious partnership between Nepean School, families and transport service Providers.

Guidelines

- Students with Disabilities Transport Program guidelines will be used to implement transport support.
- Enrolled students are eligible for transport support.
- Transport support can be ONE of either -
 - Door to door bus service
 - Bus service via designated point pick up point
 - Conveyance allowance
- Students must be school age (5-18) and must attend Nepean School for at least 3 days a week to be eligible for transport support.
- Students are not to travel more than 120 minutes on the bus each way.
- Transport will be provided by Ventura Bus Company, Moreland Bus Company and Crown Coaches.
- An agreed protocol for managing issues between Nepean School and providers will be implemented.
- Assistant Principal will be responsible for transport operations in the role of Transport Coordinator.
- Assistant Principal and service providers will meet at the beginning of each school year with bus drivers and supervisors (bus staff) to discuss roles and guidelines.
- Students will be supervised on the bus by a supervisor.
- Providers will be responsible for ensuring that suitable bus staff is used at all times.
- Transport coordinator is responsible for responding to any report of misbehaviour where safety and wellbeing of all people on the bus is compromised and may negotiate alternate arrangements with families/caregivers.
- Parents will be provided with administrative procedures concerning student behaviour during transport, alternative arrangements in cases of bus breakdowns, parent responsibilities at pick-up and set-down points, student's safety, emergency procedures, processes for managing complaints and pupil free days.

Together we Achieve the Extraordinary

- DET is to be informed of the emergency procedures that apply and also of any emergency situation that occurs.

Transport Coordinator:

The Assistant Principal will be responsible for coordinating transport services by:-

Working with providers to:-

- convene a meeting with bus staff at the beginning of the school year.
- provide student details after enrolment.
- ensure parents are aware of their roles and responsibilities in respect to pick up and drop
- notify students' change of address.
- Request changes to bus runs as per SDTP guidelines.
- provide updated student bus schedule.
- Maintain Electronic Manifest systems.
- consult to organise transport of any equipment.
- provide emergency contact numbers and information re students conditions which may affect their transport.
- notify details of pupil free days.
- Consult on additional safety restraint for particular students.
- provide information regarding any special medical needs.
- manage any complaints.
- assist in supporting bus staff with students' behavioural management.
- maintain a Bus Book which includes absences, Admans House respite care information and general messages.

working with school staff to:-

- coordinate system for bus duty.
- manage handover of students from bus personnel on arrival in the morning.
- maintain record of student departure each afternoon.

working with Business Manager to:-

- forward CASES21 bus information to Coordinator School Transport, Government Schools Operations.

providing parents with:

- relevant transport information.

Evaluation

This policy will be reviewed as part of the school's two year review policy or earlier as required.

Ratified by School Council: 28.10.2019

Together we Achieve the Extraordinary