

Bus Policy

1. Introduction

All Students who ride the school bus are expected to conduct themselves in a manner that is safe, respectful and does not disrupt the transportation environment. Any student who engages in conduct that is deemed unacceptable by the bus driver, logistics manager, business managers, discipline coordinators or the principal will be subject to disciplinary action (*refer to this policy and the discipline policy*). Disciplinary action will be proportional to the severity and/or frequency of the misconduct and will be designed to address the underlying behaviour to prevent future incidents.

This Policy therefore establishes guidelines for the safe and efficient operation of IQRA College's bus transportation system and develop a positive parent-driver-child relationship.

2. Scope

This policy applies to all students enrolled at IQRA College, their Parents/Legal Guardians ('Parents'), bus drivers, and staff using the bus transportation system.

3. Responsibilities

Responsibility of Parents/Legal Guardians:

- Responsible for students' safety at assigned pick-up and drop-off point
- Ensure child/ren are ready and waiting before and when the bus arrives.
- Inform the school at least 30 minutes before the end of school if the student will be picked up early. Notification from student will not be taken.
- Any change of address must be notified to the Front Office who will provide a form to fill out. Parents should provide a two weeks notice – no guarantee of a seat is given.
- All bus fees must be paid in advance at the end of the previous term (due date stated in the invoice).
- When a students' bus service is suspended due to violation of this Bus Policy, school attendance is still mandatory – alternative arrangements must be arranged

- Parents should not approach the bus drivers for any reason
- Under no circumstance can the parents enter the bus including but not limited to parents assisting students wearing the seat belts.
- Any communication to the bus drivers should come through the school by emailing or calling the front office.
- It is the responsibility of the parents to strictly follow Rollcall, register absences and abide by other processes/procedures, as required

Responsibility of Students:

- Students are expected to arrive at the bus stop on time.
- Students must board and exit the bus in an orderly manner
- Students must buckle up and remain seated while the bus is in motion and not to remove seat belts until instructed by the bus driver or when they arrive at their stop
- Students must keep the bus clean and not litter
- Students are not permitted to eat or drink on the bus.
- Students must follow the instructions of the bus driver and obey all traffic laws and regulations
- Students are not allowed to use electronic devices on the bus – refer to the Acceptable User Policy for more information
- Students must use their inside voice, use respectful language and keep their hands and feet to themselves – feet must not be placed on the seats
- Students must keep their bags under the seats
- Students are not allowed to bring dangerous items or weapons on the bus
- Not to play with any emergency tools on the bus
- Students will treat all school property including buses with respect
- Students must be able to get themselves on and off without assistance

Note: *Students allocated to their own bus/bus route must NOT enter into a different bus, without prior notice to the School within a reasonable time.*

Responsibility of Bus Drivers:

- All necessary commercial accreditation is all met.
- Drives with care while adhering to SA Traffic Laws
- Follows planned bus route
- Aware of all emergency procedures
- Utilises the school's system to manage students onboarding and offboarding
- Drop students off at assigned locations only
- Pick up/drop off at the correct side of the road. No students should cross the road to get to the bus/to get home
- Inform logistics manager for any student behaviour issue/s in a prompt manner
- Bus interior is clean and exterior lights are free of any obstacles
- Bus drivers are required to play only the school provided audio while driving the bus with students.
- Bus drivers are required to stop only on a publicly accessible road.

Responsibility of the School:

- Provide pick-up and drop-off bus service from the agreed date of commencement
- All buses are well-maintained in safe conditions
- Ensure all bus drivers are licensed and qualified for the role
- Buses are equipped with first-aid kits, hazard/safety triangle, fire extinguishers, and other emergency items deemed necessary
- Arrange appropriate supervision for students during loading and unloading, where necessary

4. Behaviour and Consequences for Misconduct

Students must present exemplary behaviour on the bus. The consequences for bus related matters are shown below:

Minor Offences	
Examples include but not limited to being too loud, eating, using devices, lateness to bus	
Step 1	For each minor offence a verbal warning will be given to the student from the bus department and reported to the head of school.
Step 2	For the third minor offence it will be reported to the head of school who will take actions based on the discipline policy. Any other minor offences will continue to be reported to the discipline coordinator which can result in suspension/expulsion.
Moderate Offences	
Examples include but not limited to seat belts not worn, minor damages to bus, repeat minor offences	
Step 1	A warning provided and reported to the discipline coordinator
Step 2	A repeat of this offence will lead to a one to two days suspension from the bus service and any other appropriate actions taken by the discipline coordinator according to the discipline policy.
Serious Offences	
Examples include but not limited to bullying, abusing, standing on the bus while bus is moving, serious damages to a bus, repeat moderate offences	
Step 1	Suspension 3 days
Step 2	Suspension 5 days
Step 3	A repeat of this offence will lead to an expulsion from the bus service and any other appropriate actions taken by the discipline coordinator according to the discipline policy.
Extreme Offences	
Examples include but not limited to fighting, inappropriate/unsafe contact between students	
Step 1	An offence that is deemed as extreme under the discipline policy will lead to an expulsion from the bus service and any other consequences by the discretion of the discipline coordinator according to the discipline policy.

5. RollCall

IQRA College uses RollCall for their bus management system to deliver real-time tracking of every aspect of the School bus system to parents. Parents whose child/ren are using the School bus transport system are advised to download the app. In doing so, Parents will be able to track the bus

journey in real-time, receive instant notifications and email alerts about any variations or deviations from the intended journey, alter the school to bus absences and more.

6. Bus Processes

Bus Service Request

Bus Request online forms are available from the front office. Once the form is submitted and the fees are paid in full, please give at-least two-weeks for process of confirmation of availability of seats. If there are no seats available, they will be transferred to the waiting list.

Bus fees / Invoicing

- Bus fees are as per the request form.
- Bus fees are invoiced per term and must be paid in advance, on or before the due date (as requested through the invoice). Otherwise, they will be moved to the waiting list and priority will be given to other students
- Requests for multiple drop-off locations will be charged as holding multiple seats
- If the invoice is paid but the service is not used, the school considers it used
- *Discounts do not apply to bus fees*

Bus Route

- Students will be assigned bus routes by the school. The logistics manager has the discretion to move students to another bus temporarily or permanently at any given time
- The school will not fulfil requests to change routes or pick up times. The school will decide on the routes and times as required
- If a student requires to be dropped off at a different location on the same bus route, they must notify the school as soon as possible if it can be accommodated– if on a different route, we cannot guarantee a spot (subject to availability on an alternative bus).

Pick-up

- The bus driver will wait for 1 minute at the designated address before leaving the pick-up point.
- Students must not approach the bus until it has fully stopped

- Students must board the bus promptly and not waste time while walking to and from the bus

Drop-off

- Students will only board the bus at the bus zone.
- No students are allowed in the bus zone until all the buses are safely parked
- Students will line up in an orderly manner at the bus-zone and wait until the staff on duty release them to go to their buses
- Students must arrive at the bus zone no later than 10 minutes after the end of school
- If a student is not there at the designated time the buses have permission to leave. It is the parents responsibility to pick up the student from the school afterwards.

Termination / withdrawal from bus service

- 2-weeks notice must be given to the logistics manager in writing, should a parent wish to withdraw their child/ren from the bus service. Notice given less than 2 weeks will not be entitled to any refund
- Refund will be granted based on the number of weeks left from the term, regardless of the day of the week the request was made

Emergency

- In case of an emergency parents will be contacted.

7. Related Policies

- Discipline Policy