

# Ravenswood Bus Service Protocols

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The protocols noted below are relevant to students who are passengers on the school bus and parents and guardians.

Safety is a primary concern of Ravenswood School. Parents, guardians and students are asked to observe the protocols to enable the school to operate a safe bus service.

## Code of Conduct for the Bus Service

1. Be polite and considerate to other passengers and the driver.
2. Be ready to board the bus at the designated time.
3. Fasten seatbelts at all times.
4. Remain clear of the bus before boarding and on leaving the bus.
5. Passengers should not cross the road behind or in front of the bus but should wait until a clear view is available in both directions.
6. For safety reasons, the aisle in the bus must be kept clear at all times.
7. There is to be no standing in the aisles while the bus is moving.
8. If passengers need to stand to leave the bus, it is a requirement that no-one stands closer to the front of the bus than the second row of seats until the doors open.
9. Passengers, parents and guardians must comply with all directives on bus safety given by the driver.
10. If a passenger does not observe all reasonable requests from the bus driver then the passenger's name will be given to the school and future use of the bus service may be suspended or terminated.
11. No part of the passenger, nor any belongings or objects are to protrude outside the bus.
12. Items must not be thrown out of the bus.
13. Emergency evacuation procedures will be reviewed with passengers at the beginning of each term.
14. If at any time there is a need to evacuate the bus, all personal items must be left on the bus.
15. Use of audio and mobile devices is at the discretion of the driver.
16. Any damage caused by passengers will be charged to the parent or guardian.
17. Eating and drinking is not permitted on the bus, with the exception of water.
18. Only students who have applied for and been accepted for the service may be transported on the bus.

***The school reserves the right to suspend or terminate use of the bus service for passengers who do not abide by these protocols.***

## Responsibilities of Parents/Guardians of Student Passengers

1. Parents and guardians are responsible for ensuring that students are safely aboard the bus each morning or are responsible for taking the student to school, **the bus will not wait for students who are late at the pick-up point.**
2. Parents should contact Forest Coach Lines directly on (02) 9485 0600 for queries relating to the particulars of travel for their daughter. Phone lines are available from 5am–8pm.
3. In case of an emergency call:  
Ravenswood School (02) 9498 9898; Student Reception: (02) 9498 9805.



**Ravenswood**

A Uniting Church School K-12, Boarding from Year 7

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