

## D-6: TRANSPORTATION

### POLICY STATEMENT

We believe that children travelling to and from school and excursions have the right to be safe. We will ensure that all modes of transportation undertaken will be safe and comply with all the required regulations. It is the responsibility of all Putney parents to purchase My Bus 1 tickets for their children to travel to & from the centre on the government buses (My Bus 1 tickets can be purchased from the centre or your local newsagent).

### CONSIDERATIONS

National Standards Section 3.1 (Staff/Child Ratios)

National Standards Section 2.13 (Transport)

OSCHQA Area 7

### PROCEDURE

- Roll sheets are to be prepared and presented daily by the Director/ Coordinator.
- The Coordinator will ensure that all staff are made aware and have a thorough understanding of the roll sheets and roll change procedures.
- Parents will be contacted if there is any doubt regarding a booking.

### PUTNEY PUBLIC SCHOOL – BEFORE SCHOOL CARE

- **Pack away at 8.20am, staff *MUST* check roll & count attending Putney children.**
- **Staff *MUST* check all rooms for children before leaving the centre.**
- Staff ***MUST*** take a first aid kit & leave it at the Putney School Office, place in GPBASC folder (if not attending the afternoon shift).
- **Children assemble on footpath outside centre in two lines with a boy/girl (staff must allocate bus buddies) bus buddy. Children must hold their bus buddies bag whilst walking to bus stop.**
- **Stop at the top gate to re-group.**
- Walk close to shop windows.
- **At the bus stop sit on the ground. Children are *NOT* allowed to sit on the bus stop seats.**
- Children must have their bus passes or money out ready.
- **The bus 637 is scheduled to arrive at 8.30am.**
- **The children must not stand up for the bus until requested by staff.**
- Children sit towards the back of the bus but ***not on the backseat***.
- Children will sit at the back of the bus with a staff member at all times. Throughout the bus journey to Putney School children must remain seated at all times and sit quietly, so as not to disturb other passengers.
- **Staff members will be seated where they can supervise children at all times.**
- Children are to remain seated until the bus comes to a complete stop.
- When the bus stops children are to exit quickly and quietly from the **front door only**. A staff member must exit before the children supervising them from the bus step.
- **Children are to line up on the footpath in two lines with their buddy holding bags.**
- Children then proceed to walk to school crossing at the traffic lights.
- The children will walk across the road and into school accompanied by a staff member.
- **All children walk with staff to the designated waiting area (classrooms near the canteen) until a teacher is on duty (approx 8.45am).**

PUTNEY PUBLIC SCHOOL – AFTER SCHOOL CARE

- Staff **MUST** take a first aid kit to Putney or collect the one left at the Putney School office by the morning staff.
- **THE ROLL IS TO BE COLLECTED BY THE STAFF MEMBER WHO ARRIVES FIRST AT THE SCHOOL AND IT IS TO BE MARKED BY THAT PERSON. THE SECOND STAFF MEMBER MUST SIT CHILDREN ACCORDINGLY AS THEY COME OUT FROM SCHOOL FOR AFTERCARE.**
- The afternoon roll is faxed to the school office by 3.00pm; a staff member collects the roll.
- Staff **MUST** check the after school care folder at Putney School office.
- **During FIRST & SECOND TERM kindergarten children will be collected by staff members from their classrooms at 3.05pm.**
- All other children will meet staff at designated area (driveway near school hall) or (in the hall for wet weather) when the school bell rings at 3.15pm.
- **If a child on the roll does not arrive, the staff member will notify the staff at the centre by mobile and a responsible older child may be sent to the school office or to the class room teacher to determine whether the child has been absent from school. DO NOT LEAVE WITHOUT ALL CHILDREN ACCOUNTED FOR.**
- **The names of the children present are to be marked off the roll and staff must do a head count before leaving the school grounds.**
- Children will listen carefully to the staff member/s and follow his/her directions.
- **Children are to sit and assemble into two lines, partnered with a buddy boy/girl.**
- **Children sit and wait for the bus as a group.**
- A staff member must remind children to have their bus passes or money out ready.
- **The bus 637 is scheduled to depart at 3.25pm.**
- One staff member must embark before the children to supervise them boarding the bus.
- The second staff member must stand beside the front door of the bus until all the children have embarked the bus.
- Children must sit towards the back of the bus with a staff member at all times. Throughout the bus journey from Putney School children must remain seated at all times.
- **One staff member must be seated at the front of the group & the other towards the back of the group on the bus.**
- **Children are not to press the stop button.**
- Children must remain seated until the bus comes to a complete stop.
- **One staff member must exit before the children and the other remain on the bus to ensure all children have disembarked.**
- Children must disembark quickly from the **FRONT DOOR ONLY**.
- Children must line up on the footpath (close to shop windows) in two lines with their buddy.
- **Staff member must do a head count and wait until children are settled & holding bags before walking to aftercare.**
- **Children must hold their bus buddies bag at all times.**
- Children and staff (one staff member at the front and one staff member at the back of the group) will walk at a reasonable pace to aftercare as a group.
- **Rolls MUST be marked off again on arrival at the Centre!**

**If a child turns up at the meeting place and they think they are booked into aftercare and they are not on the roll, the staff member will call the centre staff to confirm the child's booking. If the child is not booked in he/she will be directed to the school office for the staff to contact the parents.**

GLADESVILLE PUBLIC SCHOOL

- Of an afternoon children walk to the Centre unaccompanied. The roll is marked and when a child fails to arrive at the centre by 3.20pm a staff member will contact the parent to determine whether the child is absent from school or has been collected from school by the parent/guardian.

**THE OVERALL EXPECTATION IS THAT GPBASC RULES & GUIDELINES WILL BE MET BY ALL CHILDREN.**

INAPPROPRIATE BEHAVIOUR DURING BUS TRAVEL:

- Children will receive two verbal warnings for not adhering to the centre rules and/or the bus travel procedures when travelling on the bus.
- After a third incident the parent will be given an incident report.
- After the parent has been informed, should the unacceptable behaviour continue, a period of exclusion from care will be implemented. Alternative childcare arrangements will need to be made by the parent whilst the child is suspended. Expulsion may be an option.
- At the end of a period of exclusion it is the parent's responsibility to contact the Centre Co-ordinator to discuss a re-entry agreement and overall expectations for the child whilst in care.
- If unacceptable behaviour continues the child will forfeit his/her place at the centre. Parents will be informed both verbally and in writing of the decision.

