Form 7: Notice of concern - behaviour

This form must be completed by the bus driver and the coordinating principal. A copy must be forwarded to the student's parent/guardian to sign and return.

All facts relating to the incident(s) must be obtained from all parties (including witnesses) concerned before the school writes to the student's parents/guardians.

<table>
<thead>
<tr>
<th>Student name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus driver</td>
<td>Bus route</td>
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</tbody>
</table>

Your child (named above) has disobeyed the Conditions of Travel in the following manner:

- [ ] Distracting the driver by being noisy and/or aggressive
- [ ] Using offensive language
- [ ] Not remaining in a seat
- [ ] Wilful damage to the bus
- [ ] Putting limbs of objects out of the windows
- [ ] Throwing objects out of the windows
- [ ] Bullying/teasing/aggressive behaviour towards other children
- [ ] Rudeness to the driver
- [ ] Failing to follow the instructions of the bus driver and/or bus captain
- [ ] Failing to follow the rules of safe bus travel
- [ ] Other

If other, please specify:

Coordinating school

<table>
<thead>
<tr>
<th>Signed</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
</table>

Bus driver or operator

<table>
<thead>
<tr>
<th>Signed</th>
<th>Position</th>
<th>Date</th>
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</table>

Students are suspended from using the bus service until this form is signed and returned by a parent/guardian.

Signed | Name | Date
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Please note: Students who continually break the Conditions of Travel (printed overleaf for your reference) will lose the privilege of travelling on the bus for a period of time determined by the coordinating principal. If this occurs, parents/guardians will have to make alternative arrangements to transport their child to school.
Conditions of Travel
To ensure the safety of all passengers on school buses, the following conditions apply at all times.

To ensure safe travel on school buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and do not call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any misbehaviour or vandalism.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Early Childhood Development are unable to accept responsibility for the safety of your bike.

Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The offender’s name and full details of the breach will be recorded.
- The offender will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.