

Procedure

School Bus Travel

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website including:

[School transport policy](#)

[safe transportation of children policy \(PDF 144 KB\)](#)

[safe transportation of children procedure \(PDF 197 KB\)](#)

We believe that preschool provides a safe, success orientated and caring environment for children to learn in. Children need to attend preschool regularly in order to participate fully and gain maximum benefit. Regular attendance enables children to access a comprehensive curriculum, enabling them to reach their full potential.

In order to enable students who live considerable distances from the preschool to attend regularly, accessing the Department for Education school bus service can be beneficial for families to help with transport issues.

Preschools regulated under the *Education and Care Services National Law (South Australia)* (National Law) and *Education and Care Services National Regulations* (National Regulations) are required to meet transportation requirements to ensure the health, safety and wellbeing of children when transporting children.

To meet the transportation requirements of the National Regulations our Approved Provider [safe transportation of children policy \(PDF 144 KB\)](#) and [safe transportation of children procedure \(PDF 197 KB\)](#) must be followed.

Our Approved Provider, (the Department for Education) policy states:

Principals managing departmental school bus services have oversight of the school buses and in certain circumstances may permit preschool children to travel on departmentally provided school bus services with consideration to the following:

- there is available room on the bus
- the bus is not involved in any additional travel
- the child is considered by the principal and director to be mature enough to travel safely on the bus and without causing difficulties for the driver
- the child is met at the set-down points
- permission may be withdrawn if the bus becomes overcrowded with primary and secondary school students eligible for bus travel.

In line with the 'safe transportation of children policy' and 'safe transportation of children procedure' principals are required to ensure an [authorisation for transportation in early childhood services \(DOCX 55 KB\)](#) and the [safe transportation of children – risk assessment template](#) are completed when approving preschool children to travel on a department school bus service.

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Where there is a request for a preschool child to travel on a school bus, the principal managing the relevant school bus service should discuss the request with the director of the early childhood service to ensure all requirements are met prior to approving.

The principal is responsible for ensuring these documents are completed prior to any preschool child travelling on a school bus service. Both the principal and director of the early childhood service are to retain copy of signed authorisation and completed risk assessment.

Process

Parents approach preschool director and ascertain eligibility to apply for approval for their child to access the Department for Education school bus service.

If the preschool director believes the child meets the criteria she/he issues the family with a bus application form.

Parents are required to complete the form. The preschool director signs off the completed form. The director in consultation with the parent completes an [authorisation for transportation in early childhood services \(DOCX 55 KB\)](#) and the [safe transportation of children – risk assessment template](#). The application form, authorisation and risk assessment are sent to the administering school.

Administering Schools Buses

Contractor	Route Name <i>(to be known as)</i>	Administering School
BusBiz	Bookpurnong	Loxton High School
BusBiz	Kingston Moorook	Loxton High School
Roger Johnson	Alawoona	Loxton High School
Dept for Education	Paruna	Loxton High School
BusBiz	Wunkar	Loxton Primary School
Dept for Education	New Residence	Loxton Primary School
BusBiz	Taplan	Loxton North School

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In line with the 'safe transportation of children policy' and 'safe transportation of children procedure' principals are required to ensure an [authorisation for transportation in early childhood services \(DOCX 50.1KB\)](#) and the [safe transportation of children – risk assessment template](#) are completed when approving preschool children to travel on a department school bus service.

The principal is responsible for ensuring these documents are completed prior to any preschool child travelling on a school bus service. Both the principal and director of the early childhood service are to retain copy of signed authorisation and completed risk assessment.

The administering school will process the form and either approve or not approve the application. Notification of the decision is forwarded to the preschool by the administering school.

If travel is approved this information is recorded on a bus schedule by the administering school and the information is forwarded to the bus contractor.

A letter is sent to the family notifying them of the decision.

If travel is approved details of the morning and afternoon travel pick up and set down times and stop number will be provided, along with a Conditions of Travel form and Behaviour Expectations form.

A bus tag will be issued which is required to be placed on the student's bag. The Conditions of Travel form needs to be signed and returned to the administering school.

Preschool children require a booster seat to be provided by the family and need to be met by an adult at the bus stop.

Loxton Preschool will issue each child with two internal bus tags – a green one indicating child is on the bus, and a red one indicating child is not on the bus. Parents are asked to attach correct coloured tag to their child's bag each day indicating if their child is on the bus that afternoon.

Loxton Preschool Procedure for Bus Students

Students arriving at the preschool will be met by a Loxton Preschool Centre educator at the front gate.

The educator will assist the child to complete their morning jobs, eg posting their name, placing their fruit and lunch in the kitchen, water bottle in fridge and bag in locker.

The educator collecting the child from the bus will mark on the Daily Attendance Sheet in the Roll Book that the child arrived at preschool via bus and record the time.

If the child is returning home via bus in the afternoon (there would be a green bus tag on their preschool bag indicating this) a preschool educator will assist the child to pack their bag, encourage them to have a drink and go to the toilet and supervise them until the bus arrives at the front of the preschool. The educator will then accompany the child to the bus and assist them to put on their seat belt.

The educator will mark that the child left the preschool via bus on the Daily Attendance Sheet in the Roll Book and record the time.

The bus driver will ensure that the child boards the correct bus at the terminal at the Loxton High School.

Parents' responsibilities:

It is the parent's responsibility to;

- access, complete and return all necessary forms
- make sure an adult is present at the bus stop
- provide a booster seat for their child
- notify the preschool when/when not their child is travelling via bus so educators can ensure the child's safe arrival and departure –use green and red tag system
- assist and support their child to abide by the Bus Behaviour expectations.