



MARCELLIN COLLEGE

BUS TRANSPORTATION

CODE OF CONDUCT

Purpose

The Marcellin College Bus Transport Code of Conduct outlines the expectations and responsibilities of the bus company, drivers, parents/carers and students to ensure the safety, wellbeing and respectful behaviour of all students travelling on bus services.

Responsibilities

Bus Company

- Provide clean and well-maintained roadworthy vehicles that are compliant with all relevant laws and safety standards.
- Employ qualified, experienced, and licensed drivers who have completed all relevant background checks.
- Ensure buses run according to published timetables and clearly communicate any changes to the school in a timely manner.
- Liaise with the College regarding student behaviour and report incidents of misconduct, safety concerns or complaints accordingly.

Bus Drivers

- Operate the bus safely and in accordance with State Government Road laws.
- Ensure students board and exit the bus at designated stops in a safe manner.
- Treat all students with respect.
- Monitor student behaviour on the bus and report inappropriate behaviour and safety concerns to the bus company.
- Refrain making unscheduled or undesignated stops.
- Avoid carrying unauthorised persons or goods.

Parents and Carers

- Ensure their child arrives at the designated bus stop prior to the departure time.
- Reinforce the College's bus expectations for their child.
- Avoid chasing the bus in the family vehicle. Drivers will only stop at designated stops.
- Notify the College of any changes to your son's transport arrangement.
- Accept responsibility to arrange alternative transportation if your son misses the bus.
- Acknowledge all funds paid towards the College's Private School Bus service are non-refundable and/or non-transferrable as of the date of payment.
- Report student behaviour or safety concerns to the College.

Students

Students need to be aware that access to the Marcellin College Bus Service is a privilege and not an automatic right and therefore certain responsibilities, including but not limited to the following.

Students must:

- Use the bus for which they hold a valid Bus Pass. Sharing or lending Bus Passes is strictly prohibited and will result in suspension from the bus service.
- Carry a valid Bus Pass and must be readily available for inspection upon request.
- Treat others with respect. Harassment, intimidation, or victimisation of passengers or the driver will not be tolerated.
- Be a positive role model. Set a good example for fellow passengers, especially younger students who are new to the system.
- Arrive early. Be at the designated bus stop at least five minutes before the scheduled departure time to avoid delays.
- Keep feet off the seats and stay seated until the bus reaches their stop.
- Maintain a quiet and respectful environment. Avoid loud talking, chanting, calling out, throwing objects, or any behaviour that may distract the driver.
- Keep all body parts inside the bus. Do not lean out of windows, throw items, or make inappropriate gestures or comments from the bus.
- Not bring dangerous items or hazardous substances onto the bus.
- Dispose of rubbish responsibly. Use the bins provided or take any rubbish with them when departing the bus.
- Not distract the driver, especially while the bus is in motion, avoid engaging the driver unnecessarily.
- Avoid conflict. Verbal or physical altercations on the bus are strictly prohibited.
- Respect the bus property. Vandalism or damage will result in disciplinary action and the financial responsibility for repairs.
- Follow the driver's instructions. The driver is responsible for passenger safety; students must comply with all directions related to safe travel.
- Wear seatbelts when available. Seatbelt use is mandatory in accordance with road safety laws.



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Consequences of Breaches to the Bus Transport Code of Conduct Agreement

Student misbehaviour while travelling on school buses poses a serious risk to the safety of passengers, the driver, and other road users. To ensure a safe and respectful transport environment, consequences for breaches of the Bus Transport Code of Conduct will be consistently and strictly enforced.

Minor Infringements

- A first minor breach will result in a verbal warning, which will be issued and recorded by the driver and College.
- If further minor misconduct occurs:
- The driver will notify the bus company in writing, with details of the misconduct.
- This will be forwarded to the appropriate Year Level Leader and Director of Students, who may issue a consequence and/or an official warning.
- The student will be warned that a further infringement will incur an official suspension from bus travel.

Serious Misconduct

Misconduct considered serious includes, but is not limited to:

- Harassment and bullying
- Physical altercation
- Disobeying driver instructions
- Actions that compromise safety
- Damage to property
- Repeated or escalating behaviour

In such cases:

- The student will face an immediate official suspension from bus travel.
- The incident/misconduct details will be referred to the Deputy Principal Student Wellbeing, who will apply the Student Behaviour and Positive Relationships Framework policy and procedures.
- The College Principal may also be involved depending on the severity of the misconduct.
- If property damage occurs, the student (or their family) will be required to reimburse the bus company for repair or replacement costs.