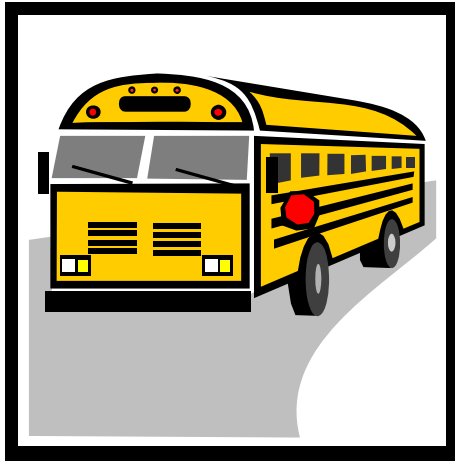


Methven Area Bus Group

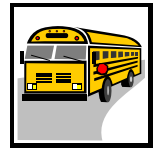
P.O. Box 58 Methven

Phone: 3029375 Fax: 3029377

Mob.: 0272350337



***Incorporating the Methven Area School Bus
Transport System for Lauriston Primary School,
Methven Primary School, Mount Hutt College
And Our Lady of the Snows School.***



METHVEN SCHOOL BUSES INFORMATION

Name.....

School.....

Bus Route.....

Regular Driver.....Phone.....

Contractor...Methven Travel Ltd...C.Rundle.....Phone...3028106

Cluster Group Contact.....Phone.....

Bus Administrator...S. Kircher.....Phone...3029375/0272350337.....

Overview of School Transport Policy

Government through the Ministry of Education provides funding for school bus transport as assistance to parents whose children are enrolled at primary or secondary school **who meet policy criteria**. The funding, size of the bus and maximum daily distance allowed depends on the number of children entitled to use the service in the agreed **catchment area**. They are:

- Students under 10yrs who live further than 3.2km from the nearest school by the shortest public route
- Students 10years and over who live further than 4.8km from the nearest school by the shortest public route.

It is **not** intended to provide a 'door to door' service and parents still have a responsibility to arrange for their children to get to school. Ineligible students do not generate any funding and are not entitled to use the school bus. However they may be able to travel on the bus by special arrangement and/or payment with the Bus Administrator if there is room.

AUTHORISATION FOR TEMPORARY TRAVEL ARRANGEMENTS

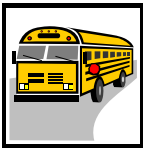
Parents/caregivers of students who normally live in town or students who are travelling on a different bus, need first to contact the **bus administrator** that the student can travel, and then confirm authorization with the school office who will pass the information to the contractor and driver. This information helps in cases of emergency and Early Closure. This applies to both primary and secondary students.

ASHBURTON/TINWALD ROUTE STUDENTS

For students enrolled at M.H.C. who will be travelling from Ashburton daily, parents/caregivers are to contact Bus Administrator regarding a seat on the bus. Travel to/from Ashburton is charged at a **YEARLY** rate per person as students are not eligible for Ministry Funding for Transport. The student is paying for their seat for a one year period. Payment arrangements will be explained and pick-up times and details of the route will be mailed to you on enrolment. **No casual students are allowed on these routes.**

BUS ENROLMENT FORMS AND ELIGIBILITY FOR TRANSPORT

On enrolment at the selected school please fill out a **Bus Enrolment Form (attached)** and hand in to the office immediately, making sure all details are filled in including a **physical address** and emergency phone numbers and medical details. Any queries regarding the above please ring the Bus Administrator, Sally-Ann Kircher on 3029375. Please clearly state your physical address and Year Level of your student, to determine your students' eligibility for transport to your chosen school. Any student out of zone for free travel to and from school will be subject to charges determined by the Methven Area Bus Group. Payment of these charges must be kept in advance or your student will not be able to travel on the bus.. Please contact Bus Administrator for eligibility status and charges.



SAFETY FOR STUDENTS

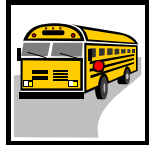
- No student of Primary School age will be left at a stop **unattended** by parent/caregiver or College student. Parents/Caregivers are to make arrangements to be at the stop to meet the bus or driver will take the student/s to next available stop where such requirements are met.
- If being dropped off to pick up the bus or being picked up from the bus, stay on the **same** side of the road as the bus is travelling, stand well back from the road. **Stand well clear** of a moving bus, wait until it has stopped and the door is fully open before getting on the bus.
- Parents wait on the **same side** of the road as the bus is travelling.
- **Students crossing the road must wait until the bus has gone to get a clear traffic view (at least 2 power poles distance).**
- Walk **behind** the bus, **never** cross in front of the bus.
- When alighting the bus, stay seated until the bus has stopped, wait until the door has opened fully before getting off and move **clear** of the bus.
- Only personal belongings required for school use are to be carried on the bus – these must be safely stowed and the aisle kept clear at all times. Other items are by arrangement with the driver.
- If asked to evacuate the bus, **obey** the driver/bus monitor. **Leave** all bags etc and move out quietly to a designated place well clear of the bus. Only use the Emergency Exit when instructed to.
- **Report** any matters which you feel could affect safety to the driver, e.g. strange bus noises or burning smells.
- **Obey** the instructions of the driver or Bus Monitor at all times.
- Only students who are eligible or approved for travel are permitted to travel on the school bus.

Parents/Caregivers please notify the driver/contractor when pupils will **not** be on the bus in the morning

Contractors

Methven Travel –3028106

Routes: Alford Forest, Ashburton, Barrhill, Darts Road, Forks, Hatfield, Highbank, Mitcham, Mt Hutt, Mt Somers, Rakaia, Rokeyby, Sherwood, Tinwald, Three Springs, Valetta, Winchmore



General Rules and Codes of Behaviour for All Bus Students

1. Students must follow the directions of the driver at all times.
2. Students must stay seated at all times while the bus is moving.
3. Avoid distracting the driver, noise levels must be acceptable to normal hearing.
4. Students are to behave responsibly and safely at all times. Students who encourage incorrect behaviour of others will find themselves under disciplinary action.
 - **NO BAD LANGUAGE, TEASING OR BULLYING**
 - **NO PUSHING, HITTING, SPITTING OR OBSTRUCTION**
 - **NO INTERFERENCE WITH OTHERS OR BUS PROPERTY**
 - **NO LITTERING**
 - **NO FOOD TO BE CONSUMED ON BUS**

It is the responsibility of **ALL BUS STUDENTS** to monitor other's behaviour for Safety reasons.

BUS MONITORS are appointed to assist the driver and to ensure students are safe on the bus. They directly report to the driver and/or Bus Administrator.

Parents/Caregivers must arrange alternative transport to school if the behaviour of a student warrants a period of removal.

Each bus **contractor** has the right to determine what is and what is not acceptable behaviour on their property. Students who disregard rules set by the Methven Area Bus Company or its Contractors may have **transport refused**.

The Bus Administrator for the Methven Area Bus Group will administer the Bus Behaviour Policy which governs student behaviour on School buses and outcomes of this behaviour. Please read the Document: **Bus Behaviour Policy** enclosed.



EARLY CLOSURE OF BUS ROUTES

When your student/s are enrolled at school Parents/Caregivers will receive an **Early Closure Procedure**. These are usually compiled in the First Term. Please read this document carefully and make contact with your Group Leader or Cluster Liason Leader as the case may be.

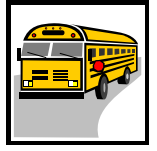
In the event of an emergency closure of the Methven Schools, or your students Bus Route, the following procedure will apply.

- A radio broadcast will be made as soon as possible on Ashburton Radio or Fox FM
- A cancellation message will appear on the Cancellation Phone Line at MHC – **3028904**.
- Your Group Leader will contact you by text or phone and let the MHC know whether contact has been made or if some parent/caregivers cannot be reached, within 30 minutes by phone.
- If you cannot be contacted and there are no contingency arrangements made for your student/s the school would organize billeting in Methven. **It is important to update your cell phone numbers with the Bus Co. or school regularly.**

This is unlikely to happen very often and is usually due to weather, but all families are advised to make some **contingency plans** for the Winter months with a neighbour or another emergency contact. Let your Group Leader know these arrangements and update your emergency contact number regularly.

It is necessary to keep School Phone Lines free during such an emergency. Please direct your phone calls or texts to your Group Leader or your Cluster Leader for your Route only. Also do not try to pick up your student/s from school as buses and departures may be delayed as a result of this and it causes traffic congestion around schools.

Therefore it is important to keep the information you require on your bus route, driver, Cluster Leader, School Information and Bus Administrator, close to the phone in case of an emergency.



Methven Area Bus Group

SCHOOL BUS BEHAVIOUR POLICY

Aim: That transportation of school pupils is not disrupted or safety compromised by poor behaviour.

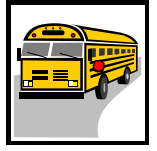
RESPONSIBILITY: The control of the bus/ vehicle is the primary responsibility of the bus driver. The Schools, Parents and Bus Administrator along with the contracted Companies must support the drivers and monitors.

BUS RULES:

1. No eating or drinking on any school bus.
2. No littering.
3. No damage to bus seats or property.
4. All passengers must respect the driver and obey any reasonable requests.
5. No smoking on any bus. School policy as regards smoking, drugs and alcohol applies.
6. Respect all other passengers.
7. No verbal or physical abuse of any passenger by another will be tolerated.
8. Any damage must be reported to the bus driver. This is for Occupational Health and Safety reasons.

PROCEDURE FOR BREACH OF RULES:

1. The driver will take action when he/she has seen or had an Incident reported.
2. The incident will be assessed by the driver and discussed with the Bus Administrator and student/s concerned. Investigation of incidents must have a fair and honest reporting from all parties. Parents will be communicated with as soon as practicable.
3. The driver will record where required, date, time, description of the incident and the names of the students involved. Where there is conflicting evidence then a third party from the Methven Area Bus Group must be involved.
4. A copy of the Incident Report will be forwarded to the Contractor.
5. Where required parents and students may be asked to attend a meeting for further discussion of the incident.
6. The Bus Administrator has the right to stand down a student/s for a maximum of two days for major infringements while investigations are in progress.



SCHOOL BUS BEHAVIOUR POLICY(cont'd)

7. The Bus Administrator and the Methven Area Bus Group, if required, will identify the outcome after investigation in accordance to this policy and notify students and parents of any consequences.
8. Any situation where a conflict of interest involving the Bus Administrator occurs must involve a representative of the Methven Area Bus Group at the onset.

CONSEQUENCES OF MISCONDUCT OR BAD BEHAVIOUR:

The Methven Area Bus Group holds the right to impose any punishment deemed to be appropriate.

GUIDELINES:

- I. First Offence for Minor Infringement:(examples but not limited to: Eating or Drinking or littering) will receive a verbal warning from the Bus Administrator.
- II. First Offence for Major Infringement: (examples but not limited to: Continual Minor Infringements, physical abuse, willful damage, threatening behaviour) shall receive Disciplinary Action Notice from the bus service while investigations are completed. The length of suspension will depend on the finding of the investigation. Expulsion may be considered by the Methven Area Bus Group if the situation is warranted.

COMPLAINTS WITH SERVICE PROVIDED:

- I. Any complaints shall be to the Bus Administrator who will investigate the issue in consultation with the Contractor and the Methven Area Bus Group.
- II. Any parent has the right to dispute consequences of misconduct or bad behaviour **in writing** to the Methven Area Bus Group.

NOTE: Any willful damage may be brought to the attention of the Police and compensation will be expected for repairs to the bus and right to travel may be revoked until payment is made.