Students with Disabilities Transport Program: Notice of Concern



This form must be completed by the bus driver or supervisor in conjunction with the school principal.

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. It is important that all parties are provided confidence in the reporting, investigation and resolution of this matter.

A copy of the completed form must be forwarded to the student’s parent/guardian to review, sign and return.

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| Please ensure all sections are completed |
| Student name |       | Date |       |
| School enrolled |       | Person submitting form |       |
| Operator |       | Driver name |       |
| Supervisor name |       | Bus route |       |
| Date of incident |       | Time |       |
| Location of incident |       |  |       |
| Schools will ensure that they have the details of the factual basis upon which they consider that a student has misbehaved before stating so in writing to the child’s parent/guardian others. |
| It is alleged that the above mentioned student has disobeyed the rules in the following manner:  |
| Distracting the driver/supervisor by being noisy | [ ]  |
| Rudeness to the driver/supervisor  | [ ]  |
| Using offensive language | [ ]  |
| Not remaining in the seat | [ ]  |
| Failing to follow instructions of either the driver and/or supervisor | [ ]  |
| Failing to follow rules of safe bus travel | [ ]  |
| Willful damage to bus property | [ ]  |
| Putting limbs or objects out of windows | [ ]  |
| Throwing objects in the bus or out of windows | [ ]  |
| Aggressive behavior towards other students or bus staff | [ ]  |
| Bullying/teasing behavior towards other students or bus staff | [ ]  |
| Has demonstrated behavior that is not consistent with contributing to a safe environment | [ ]  |
| Other – please provide details |
| Details of incident           |
| Principal signature  |       | Date |       |
| Bus Driver/Operator Signature |       | Date |       |

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| Outcomes/action required (after investigation) |
|       |
| Parent/guardian comments and student (where appropriate) comments |
|       |
| Parent/guardian signature |       | Date |       |
| Student Signature (where appropriate)  |       | Date |       |
| Principal signature |       | Date |       |
| Please note: Students who continually break the conditions of bus travel (printed overleaf for your reference) will lose the privilege of travelling on a service for an appropriate period of time as determined by the principal. If that occurs, the parent/guardian is responsible for their child’s transport arrangements during that time. Please contact the school if you wish to discuss this matter further. |

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| OFFICE USE ONLY |
| Date Form Submitted by Bus Operator/Driver |       | Form Signed - Yes/No (if no, return to Parent/Guardian for signature) |
| Date matter investigated and resolved |       | Parent/Guardian signed? | Yes/No | Student(s) signed? | Yes/No |
| All parties informed of outcome – Yes/No | Yes/No | Student on bus | Yes/No | Matter closed | Yes/No |

## Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

**Students must agree to the following:**

* Obey instructions from the driver, supervisor, school staff or principal
* Be punctual at the pick-up or drop-off point (morning and afternoon)
* Wait at the stop in an orderly fashion and do not approach the vehicle until it has stopped
* Enter and leave the vehicle in an orderly manner
* Not move around the vehicle in transit but remain seated at all times
* Ensure they and any object in their possession remains in the vehicle and does not protrude out of windows or doors
* Not behave aggressively or endanger other students, driver, supervisor, school staff or principal
* Not engage in boisterous conduct, including the use of offensive language or any action that may cause distress to other students or distract the driver/supervisor
* Converse quietly and not call out to passing traffic or fellow students
* Store bags in accordance with advice from the supervisor
* Only use their allocated vehicle; this will not be changed to meet sporting or social arrangements
* Treat others with courtesy and consideration
* Not throw any object within or from a vehicle
* Not consume food or drink on/in a SDTP transport service
* Follow and abide by the school's code of conduct while travelling on a bus

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

* The driver will stop the bus
* The student’s name and full details of the breach will be recorded
* The student will be transported to school or to their normal drop off
* The breach will be reported to the principal
* The principal will take disciplinary measures in accordance with the SDTP policy
* 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 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, transport service staff or property will result in immediate suspension.

**Responsibilities of parents/guardians**

* Parents/guardians are responsible for transporting their children to and from authorised stops and their safety at the stop while waiting for a service
* It is most important that parents waiting for students at stop should wait on the same side of the road as the transport service to prevent accidents
* Transport assistance is a privilege and not a right and consequences will follow a breach of these conditions
* It is understood that transport assistance is provided and accepted on these conditions
* Parent behaviour should mirror students conditions of travel

All those involved in providing school transport should understand the specialised educational needs of the student being transported. The following points will help parents/guardians/carers to understand their roles and responsibilities to ensure that the daily journey to and from school is as smooth and efficient as possible.