

Form 7: Notice of Concern

– Behaviour

This form must be completed by the bus driver in conjunction with the Coordinating 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/carers. 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/carer to review, sign and return.

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| Student name (s) | | | | |  | | | | Date and time of issue | | |  | |
| Bus driver /person submitting | | | | |  | | | | Bus route | | |  | |
| 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 or objects out of the windows | | | | | | | | | | | | |  |
| Throwing objects out of the windows | | | | | | | | | | | | |  |
| Calling out to passing people and/or traffic | | | | | | | | | | | | |  |
| Bullying/teasing/aggressive behaviour towards other children on the bus and/or bus stop | | | | | | | | | | | | |  |
| 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 - Pease provide details below. | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
| **Bus driver or operator:** | | | | | | | | | | | | | |
| Signed |  | | | | | Position |  | | | | Date | |  |
| **Coordinating School Principal or Delegate (Bus Coordinator):** | | | | | | | | | | | | | |
| First incident | | | | Second incident | | | | Third incident | | Fourth incident | | | |
| Action taken: | |  | | | | | | | | | | | |
| Signed |  | | | | | Position |  | | | | Date | |  |
|  | | | | | | | | | | | | | |
| **Parent/Carer:** | | | | | | | | | | | | | |
| Signed (Parent) | | |  | | | Name |  | | | | Date | |  |
| Signed (Student) | | |  | | | Name |  | | | | Date | |  |
| **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/carers will have to make alternative arrangements to transport their child to school. Students may be suspended from using the bus service until this form is signed and returned by a parent/carer. (School discretion) | | | | | | | | | | | | | |

## 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:**

* Ensure you are standing off the road at all times when waiting for the bus and strictly no playing on the road at the bus stop
* Ensure the bus has stopped completely before trying to get on the bus
* 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 at all times (where fitted) except for getting on and off the bus.
* Sit in an allocated seat if instructed.

**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, vape 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 not use offensive language or 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 vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
* Leave your bike in a safe and secure place if riding to the bus stop. The Department of Transport and Planning and the Department of Education are unable to accept responsibility for the safety of your bike.
* Behave appropriately and respectfully on a school bus at all times as behaving inappropriately 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 necessary action as guided below.
* In rare and exceptional circumstances where there is an immediate threat to student safety or the safe operation of the bus, 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 action below:**

* First incident – verbal warning to student.
* Second incident – written warning to parent/carer.
* Third incident – one week suspension of student from school bus travel.
* Fourth incident – the student will not be allowed to travel on the school bus for the remainder of the term, year or an appropriate period determined by the coordinating principal.

A serious incident that endangers other students, bus staff or property will result in immediate suspension for a period determined by the coordinating principal.

**Responsibilities of parents/carers**

* Parents/carers are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
* Supervision is not provided at roadside stops. Parents/carers are responsible for their children upon disembarking the afternoon service.
* Parents/carers 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.**

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| OFFICE USE ONLY | | | | | | | | |
| Date form received from Bus Operator/Driver: | |  | | Form signed by Parent/Carer and Student?  *If no, return to Parent/Carer for signature* | | | | Yes  No |
| All parties informed of outcome? | Yes  No | | Student on bus? | | Yes  No | Matter closed? | Yes  No | |
| Comments:  *Ensure all emails, records of conversations etc. are attached to this form for audit purposes* |  | | | | | | | |