



# MARIST COLLEGE ASHGROVE

A Catholic boys' day and boarding College in the Marist Tradition

## College Bus Policy

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ITEM	DESCRIPTION
<b>Policy description</b>	The College Bus policy outlines the terms and conditions of MCA students travelling to and from the College on the MCA College Bus.
<b>Department</b>	Administration
<b>Executive Director</b>	College Business Manager
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### Revision History

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## 1. Purpose

Marist College Ashgrove ('MCA') provides private school bus options to MCA students travelling to and from Marist College Ashgrove. This policy applies to all MCA students traveling on MCA College Buses.

The purpose of this document is to provide a guideline to:

- Encourage and support appropriate behaviour on MCA College Buses by;
  - Identifying the roles, rights and responsibilities of students, parents/guardians, bus drivers, Brisbane Bus Lines ('BBL'), and the College in contributing to safe and enjoyable travel
  - Outlining the process to identify categories of misconduct
  - Providing the framework to determine appropriate consequences for incidents of student misconduct on MCA College Buses
- Assist BBL in the management of student behaviour in an appropriate and consistent manner

## 2. Introduction

While the vast majority of College students behave appropriately when travelling on MCA College Buses, from time to time a small number will behave inappropriately and this can affect the safety and comfort of the journey for fellow passengers. The policy clarifies expected standards of MCA student behaviour and provides a framework for the management of misconduct. The aim of this policy is to ensure safe and responsible bus travel for all passengers, including bus drivers. For most students this will not require any change to their current behaviour.

The effectiveness of this policy depends on successful partnerships between the stakeholders – students, parents/ guardians, bus drivers, BBL and MCA. Collaboration between stakeholders is important to reinforce messages about acceptable standards of conduct on the bus and to facilitate the effective implementation of this policy.

This document has been based upon the Queensland Government's *'The Code of Conduct for School Students Travelling on Buses, 14 July 2014'* which was developed by the Department of Transport and Main Roads in consultation with the Department of Education, Training and Employment, Queensland Police Service, bus industry groups, parent groups, principals' associations, unions and non-state school authorities.

## 3. Stakeholders

In implementing this policy, a collaborative approach by all stakeholders involved in the safe travel of students is critical to encourage and reinforce appropriate behaviour on the MCA College Buses.

### 3.1. Students

All students have the right to enjoy a safe and comfortable bus journey, to be respected and treated fairly by other passengers and the bus driver. Students also have the



responsibility to conduct themselves in a manner that reflects the College's values and ensures both their comfort and safety and comfort and safety of others.

Students are specifically responsible for:

- Arriving at a designated bus stop at least 10 minutes prior to the advised bus stop time
- Following driver instructions
- Following the bus rules and this policy
- Respecting self and others
- Respecting own property and the property of others
- Communicating respectfully with others
- Accepting consequences of misconduct
- Ensuring their seatbelt is worn at all times
- Storing all objects safely

### **3.2. Parents / Guardians**

All parents / guardians expect their children's MCA College Bus journey to be safe and pleasant. By taking responsibility for the behaviour of their children parents / guardians play an important collaborative role in ensuring safe and responsible bus travel.

Parents / guardians will engage directly with the College's Head of Students in the event of incidents of bus misconduct and implementing agreed actions.

Parents / guardians are responsible for ensuring their children arrive at a designated bus stop on the MCA College Bus Route at least 10 minutes prior to the advised bus stop time.

### **3.3. Marist College Ashgrove**

The College's staff play an important role in advising students about this policy, and the consequences for misconduct on the MCA College Bus. The College will liaise closely with stakeholders in the event of incidents of bus misconduct and implementing agreed actions to resolve.

### **3.4. Bus Drivers**

Bus drivers are responsible for driving the bus in a safe manner, as well as ensuring the safety and security of students. As drivers are also required to issue directions to ensure the safety of all students, it is important that all students respect the authority of the drivers.

It is expected that bus drivers treat students with courtesy, and use non-discriminatory and appropriate language at all times.



In addition, it is expected that bus drivers:

- Hold an appropriate Driver Authorisation
- Remain with the bus while students are being transported, except in case of emergency or when the bus is stopped (engine off)
- Follow the procedures outlined in this policy
- Be fair and consistent in dealing with students
- Maintain personal standards of behaviour in keeping with those who are responsible for the care of students

### 3.5. Brisbane Bus Lines

BBL must hold Operator Accreditation and are responsible for ensuring their drivers comply with Queensland Government's 'The Code of Conduct for School Students Travelling on Buses, 14 July 2014' and all other appropriate necessary legislative requirements.

## 4. Categories of Breaches of the Policy

To promote consistency in responding to breaches of this policy, behaviour issues have been divided into four categories and are outlined below:

### **Category 1 – Irresponsible Behaviour**

Is the behaviour irresponsible but not likely to cause harm? E.g. playing loud music, placing feet on seats

### **Category 2 – Unsafe Behaviour**

Is the behaviour unsafe where there could be harm to property or others? E.g. putting belonging or body parts out of the bus window, pushing and shoving on entry/exit to the bus

### **Category 3 – Dangerous / Destructive Behaviour**

Is the behaviour dangerous/destructive and highly likely to cause immediate harm to property or others? E.g. damaging bus equipment, fighting, throwing items out of the bus

### **Category 4 – Life Threatening Behaviour**

Is the behaviour immediately life threatening? E.g. serious assault on a student or driver



## 5. Responding to Misconduct

### 5.1. Procedures for Responding to Misconduct

#### 5.1.1. Drivers

The driver will take appropriate action according to the seriousness of the situation:

- Category 1 or 2 – Irresponsible or Unsafe Behaviour: The bus driver determines if the bus needs to stop before directing the student to stop the behaviour and warning of the safety risks or the irresponsibility of the behaviour. If necessary, the driver will contact BBL or the College for further instructions. The driver will record the incident at the end of the journey.
- Category 3 or 4 – Dangerous/Destructive or Life-Threatening Behaviour: The driver stops the bus when it is safe and implements appropriate procedures. The driver then informs BBL and the College and if necessary, emergency services. The driver will record the incident at the end of the journey.

#### 5.1.2. Brisbane Bus Lines

Following a reported incident, BBL will determine within three days of the incident if any further action is required, in consultation with the College.

#### 5.1.3. Determining the Consequences for A Breach of This Policy

When determining the consequences of a breach the College, in consultation with stakeholders, will consider:

- The nature of the incident
- The threat to the safety of students on the bus
- The extent to which the breach distracted the driver
- The age of the student
- Whether the student has an existing medical condition
- The student's account of the incident
- Whether the breach was a first or one of a series of repeated incidents about which the student has been previously cautioned

Possible consequences for a breach of this policy and code include, but are not limited to:

- Written warning
- Detention
- Behaviour agreement



- Other consequences agreed by the stakeholders

## 5.2. Bullying

Bullying is a complex social issue which is not the responsibility of one individual or a group. Everyone, especially those who have responsibility for the care of children, needs to cooperate in managing bullying.

Physical bullying which affects passenger safety can be easily observed and dealt with under this policy. However, other forms of bullying, while being totally unacceptable, can be very difficult to identify as threats to passenger safety. In these circumstances the bus driver will contact BBL, who will then advise the College of the situation. The College, in consultation with relevant stakeholders, will decide how this reported behaviour is to be managed on a case-by-case basis.

Students, parents or guardians who have concerns about bullying on the MCA College Buses should contact [schoolbus@marash.qld.edu.au](mailto:schoolbus@marash.qld.edu.au)

## 6. Complaints

If there is any dissatisfaction with MCA Bus Service provided or driver behaviour, students and parents/guardians can report their concerns via [schoolbus@marash.qld.edu.au](mailto:schoolbus@marash.qld.edu.au). It is requested that a driver is not approached with issues while the MCA College Bus service is in operation.

## 7. Consent for Data Usage

The parent/guardian gives consent for the use of Student ID, Name and Year level data to be provided to Brisbane Bus Lines for use in ticketing activities associated with MCA College Bus.

## 8. Compliance with this Policy

Students will only be able to travel on the MCA College Bus if they have completed the registration form which can be found on the College website [www.marash.qld.edu.au/college-life/getting-to-ashgrove](http://www.marash.qld.edu.au/college-life/getting-to-ashgrove)

## 9. Evaluation

The College Bus policy will be reviewed annually.

