



## BUS/TAXI POLICY

### 1. VISION

Adelaide East Education Centre has a practice and expectation of good communication between the school and families, over the issue of bus and taxi transport. School staff has the duty of care to ensure that students board their bus/taxi safely after school.

### 2. ACTION

#### Responsibilities & Actions of Parents/Caregivers

- 2.1 It is the responsibility of parents whose son/daughter is eligible for Bus or Taxi transport to notify the taxi company if their child will not be using the taxi, due to illness or any other reason.
- 2.2 Any variations to the taxi arrangements must be made on the form ED039A i.e. permanent change of address and submitted to school. Until the variations are approved the new taxi run will not be able to commence.
- 2.3 Any temporary changes i.e. Respite, holidays outside School Holiday times, long term illness and hospitalisation etc. need to be on form ED039B and submitted to school.
  - 2.3.1 These forms are then sent to the Department to be confirmed. This approval can take up to 10 days, so families are reminded to keep this in mind when organising any changes.
- 2.4 Parents/caregivers are not to negotiate different pick up or drop off points with drivers. Any changes must be done through the school, emergency situations can be approved and activated by the Principal.
- 2.5 If an emergency arises and the parent is unable to be home the driver/school must be contacted.
- 2.6 Parents/Caregivers must be at the designated drop off point unless the school has written instructions to the contrary to meet the taxi. If an adult is not in attendance, the taxi driver is to contact the school immediately. The Taxi driver could be instructed to wait for 5 mins before continuing with the run but the parent may incur a charge for waiting time. The Taxi driver may be instructed to carry on and return the student after he completes the run. If the staff at the school are not available and/or parents/caregivers cannot be contacted the Taxi driver is to notify Police, Crisis Care or the local branch of FAYS.
- 2.7 **Actions to Inappropriate Behaviour by Students who use Transport**

When the behaviour of a student is such, that the health and safety of other passengers or the driver are at risk, the following procedures will apply.

  - 2.7.1 Parents will be notified immediately.



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2.7.2 The Principal will at her discretion consult with Taxi Company, school and parents and may suspend the child from taxi transport for a designated period of time. Strategies will be explored to prevent the recurrence of the problem.

2.7.3 If there are further issues, for example continued behaviour problems on the taxi/bus a meeting will be convened with the Principal, departmental representative and Parents, Caregivers and Advocates. The students may be suspended from transport for an indefinite period. Other options such as car reimbursement for parents/carers may need to be explored. The Principal in conjunction with relevant staff and the parents will continue to monitor the situation on an ongoing basis.

2.8 The transport officers are usually very obliging and helpful. They do however, manage several hundred students with bus/taxi runs and it is necessary to follow guidelines.

### **Responsibilities & Actions of School Staff**

2.9 School staff have rostered duties every week during 8.30am to 9am to collect students from the taxi/bus bay and to bring them into school grounds.

2.10 School staff have rostered duties every week to supervise students from 3pm while they wait for their taxi / bus service. Taxi and bus drivers will come into hallway to pick up their designated students. They will be escorted off school grounds by school staff. Once the students are in the vehicle, they are the responsibility of the taxi/bus driver.

2.11 If pickup does not occur by 3.30pm, school staff will contact parent/caregivers to notify them and arrange alternative pickup. Students will remain supervised by school staff on school grounds until they have been picked up. Students need to be picked by alternative transport by no later than 4.30pm, unless other arrangements have been made.

## **3 REVIEW**

These guidelines will be reviewed and communicated to school staff in a timely manner appropriate to the site conditions of the school.

3.1 Issues to be brought to the attention of Staff.

3.2 Consultation will occur with students, staff, parents and carers.

3.3 If appropriate, Dress Code guidelines will be revised.

Reviewed by \_\_\_\_\_

Verified by \_\_\_\_\_