



Bacchus Marsh  
Grammar

# Bacchus Marsh Grammar Inc.

## Student Afternoon Bus Arrangement & Permission Notice

### For Parents and Students

It is important that the following set of procedures be followed in order for the safe and effective operation of the bus services.

## 1 Procedures for Junior School Students catching buses

### 1.1 Morning Drop Off

- Students must arrive at the bus stop at least 5 minutes before the departure time. This is to ensure all students are on the bus and seated so the bus can leave on time.
- It is not acceptable for parents to drive after a bus and flag it down if they are late. Parents are to proceed to the next stop to drop their children off.
- Where students use a stop in a residential area, students and parents are to respect residents' property by not parking in or across driveways and not waiting in residents' front yards.
- Parents must ensure they do not park in a way that obstructs the ability for the bus to park and depart.

### 1.2 Afternoon Collection Arrangements

- All Junior School students in Years Prep – Year 6 must be collected by a parent / guardian from the bus door **regardless of weather conditions**.
- Students from Years 5 & 6 are able to exit the bus without a parent being present if the permission form below is submitted to the school.
- Year 5 & 6 and Senior School students are also able to take responsibility for their younger sibling if the attached permission form is submitted to the school.
- Students who have been approved to exit the bus without a parent/guardian will have a green tag displaying collection arrangements attached to their school bag.

### 1.3 Late Bus

- Students are required to write their name on the late bus manifest on the day travel is required prior to end of lunch.
- Maddingley Students in Years Prep to Year 4 do not have access to the late bus service.
- Woodlea Students in Years Prep – Year 4 do not have access to the late bus service.
- The above collection arrangements apply to students catching a late bus.

### 1.4 Seating Plans

- Seating plans for Junior School students may be implemented on school buses. If a seating plan is in place on your child's bus, it must be adhered to. Any requests to change your child's seating allocation must be in writing to the school.

### 1.5 Presentation of Bus Tag & Student ID Card

- Students in Years Prep – Year 6 who catch a bus have been provided with a bus tag showing the name of the bus they are allocated to; this tag is attached to the student's school bag.
- It is also a responsibility of the parents to ensure they check that the correct bus tag has been issued and attached to their child's bag.
- Each student is provided with a Photo Student ID card. The Student ID card is also used for students to tap on/off their allocated bus each time they travel.

## 1.6 Consuming Food on Buses

- Students are not permitted to eat on the bus unless there is a medical exemption in place which must be approved by the school. Students are permitted to drink water on the bus.

## 1.7 Prep – Year One Afternoon Arrangements

- Prep and Year One students who catch a bus are collected from their classrooms and escorted onto the bus each night. From Term 4, Year One students independently make their way to the bus turnaround.
- It is important that if your child is not catching their regular bus in the afternoon, that you communicate this through your child's diary.

## 1.8 Overall behaviour on the bus

- It is expected that students will always wear seat belts, where fitted, during the course of the trip.
- Students are not permitted to leave their seat and walk around the bus once the bus is in motion.
- Students can only leave their seats once the bus has come to a complete stop.
- Students are to keep noise levels to a minimum.

## 1.9 Raising Concerns

- If students would like to report an incident or raise any concerns, they are to do so by writing a report in the bus book located in the Bus Administrators Office. They can also report issues or concerns to their class teacher.
- If parents would like to report an incident or raise any concerns, please contact the School Bus Services Administrator via email - [bus@bmg.vic.edu.au](mailto:bus@bmg.vic.edu.au)

## 1.10 Parent Information

- It is not appropriate for parents to board a bus.
- It is not appropriate for parents to confront students, other parents or the bus driver regarding issues or concerns. All issues of such nature should be reported to the School Bus Service Administrator via email – [bus@bmg.vic.edu.au](mailto:bus@bmg.vic.edu.au)



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### Student Afternoon Bus Arrangements and Permission Notice

I give permission for my child/ren \_\_\_\_\_ in Year 5 / 6 \_\_\_\_\_  
(please specify class)  
to depart the \_\_\_\_\_ bus without a parent/guardian there to collect them.  
(name of bus)

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I provide permission for \_\_\_\_\_ who is \_\_\_\_\_ to take  
(name of person/student) (specify relationship)  
responsibility for my child \_\_\_\_\_ who travels on the  
\_\_\_\_\_ bus. Specify Students Year Level & Class \_\_\_\_\_  
(name of bus)

Parent Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date:    /    /

\* If you would like to give permission for additional people to collect your child/ren from the bus, please attach an additional list to this permission notice.

\* Return via email to [bus@bmg.vic.edu.au](mailto:bus@bmg.vic.edu.au) or hand into the Main office.