

## SCHOOL BUS CODE OF CONDUCT

### Expected behaviour of students using school buses

1. Passengers sit down straight away and remain in their seats for the whole journey.
  2. If a passenger is standing, they should stay behind the driver at all times, stand quietly, and not push or move around the bus.
  3. Passengers do not eat or drink in the bus.
  4. Passengers do not throw objects inside or out of the bus.
  5. Passengers use socially acceptable language when talking to the driver and/or other students, and speak quietly so they do not distract the driver.
  6. Passengers respect the transport service provider's property at all times (for example, do not stand on seats or vandalise the bus in any way).
  7. Passengers do not harass, bully, or abuse other passengers or the driver in any way, whether verbally or physically.
  8. Passengers respect others' property and do not interfere with it in any way.
  9. Passengers listen to and follow the requirements and instructions of the bus driver and the teacher/s on duty at all times.
  10. Passengers do not engage in any behaviour that could put other passengers, the driver or themselves at risk.
  11. Bus operators have their own code of conduct for travelling as a passenger on their service. Passengers are expected to comply with these requirements.
- Follow reasonable requests from the school Bus Monitor straight away.
  - Display appropriate behaviour normally expected under the cornerstone values of Kaharoa School.
  - No devices are to be used while waiting for the bus, or travelling on the bus to and from school, except in exceptional circumstances with the permission of the bus monitor or driver e.g. a student suddenly forgets they were meant to get off at a previous stop, or not be on the bus.
  - Passengers will stay seated until the bus comes to a stop. When departing the bus, passengers will either wait for the bus to leave before crossing the road, or walk behind the bus. (added 24th May 2023)

### Safety tips for students using school buses

Getting on the bus	Getting off the bus
<ul style="list-style-type: none"><li>› wait in the designated place - well back from the road</li><li>› wait until the bus has stopped before getting on</li><li>› carry your bag in front of you so it does not get caught in the door</li><li>› if seated, put your bag (and anything else you are carrying) on your lap or under the seat in front of you</li><li>› if there are no empty seats, fill the bus from the back first. Put your bag on the floor and hold on to a seat-back or handrail</li></ul>	<ul style="list-style-type: none"><li>› wait until the bus has stopped</li><li>› carry your bag in front of you so it does not get caught in the door</li><li>› get off the bus through the front door if possible</li><li>› get off the bus carefully without pushing</li><li>› wait well back from the road until the bus has moved away</li><li>› if you need to cross the road, find a safe place, wait until the bus has moved away and you can see clearly up and down the road, then cross</li></ul>

### What happens if a student behaves unsafely or inappropriately on a school bus?

If a student behaves in an inappropriate or unsafe manner, the student's school will take steps to manage this behaviour, as in any other area of school life. Students not meeting expected behaviour standards risk losing their place on the school bus either temporarily or permanently.

## **Bus Monitors when travelling**

- Bus monitors (BM) are allowed to stand up and address problems on the bus when the bus has stopped at any stop and the bus is mostly off the road.
- BM can also come up to the front and clap and get everyone quiet if required.
- BM will write down all problems in the BM notebook. No warnings.
- BM will if appropriate, let the student know what the problem is, and what they need to change.
- BM will write the child's name, problem in the book and sign their BM name. The notebook will be checked daily by the Bus Controller (BC).

*Note: if any student or parent has concern about the actions of a BM, they can also get in touch directly with the BC.*

All students travelling on the bus can nominate another student for demonstrating the Kaharoa School values on the bus. They write their name and class on a slip of paper for the box in the office. At least once per term, a small number of names will be pulled out for a treat from the tuck shop.

## **Bus Controller**

After reviewing the notebook, talking with the BM and students, the Bus controller will put actions in place.

Step 1 is a warning conversation with the BC and student

Step 2 is a loss of play time (sit in office area on own), and possible alternative seating on the bus.

If this has occurred 2-3 times in a two week period then:

Step 3 is an email or phone call to the parent by the BC advising of the situation, and potential for removal from the bus service.

Step 4 is off the bus for a period of time (depending on the situation, this might be 2-5 days). Parents informed via telephone and follow up email.

Step 5. 'Withdrawn' from the bus service for an extended period of time.

NB: For serious misbehaviour (such as physical violence, endangering other passengers, abuse to the Bus Driver or Bus Controller or major defiance)

- the bus driver may refuse to transport a student until disciplinary action has been taken.
- The BC may skip steps in this process with consultation with the principal.

If parents and/or pupils feel a need for redress of any of the above steps, then the Concerns and Complaints Policy shall be referenced.

**KAHAROA SCHOOL BUS AGREEMENT**

**PARENT/CAREGIVER**

**NAME/S.....**

**ADDRESS.....**

**CHILD/CHILDREN'S NAMES**

**1/.....**

**2/.....**

**3/.....**

**I/We have read and understood the Kaharoa School Bus Transport Guidelines\* and agree to the School Bus Code of Conduct.**

**This agreement will roll over from term to term unless I notify the office in writing.**

**Parent Signature.....**

**Date.....**

Office Use Only
Bus Run .....

*\*Note a full copy of the bus guidelines and code of conduct is available on the school website. Signing to this agreement here is for the current guidelines, and changes made in future that are notified to the community via email.*

KAHAROA SCHOOL **BUS MONITOR** AGREEMENT

**Student Name:** .....

I have read and understood Kaharoa School Bus Guidelines and agree to follow the behaviour and safety rules as outlined in the guideline to be a good role model for other students.

I agree to treat all students equally and not have special treatment for my favourites or my friends .

I agree to treat all students with respect even if they are not following the rules, and speak firmly but kindly.

I agree to respect and support other bus monitors when I am not the monitor for that bus trip.

I realise if I break the bus rules, or these bus monitor guidelines, my role as a bus monitor may be forfeited including participation in any end of year bus monitor recognition or events.

**Student Signature:** .....

**Parent/Caregiver Signature:** .....

**Date:** .....

## APPENDIX 1

CURRENT BUS RUNS: Runs taken as starting from school.  
BUS RUNS MAY CHANGE SO CHECK WITH SCHOOL OFFICE

**Run 1**      **TePu/Kapukapu** . From Kaharoa School  
Via Kaharoa Rd to Tauranga Direct Rd  
Via Tauranga Direct Road to Dudley Rd  
Via Tauranga Direct Rd to Jackson Rd  
Via Tauranga Direct Rd to Kaharoa Rd  
Via Kaharoa Rd to Kaharoa School  
Via 558 Kapukapu Road and return  
Arrives at school approx. 8.10am.

Leaves school 2:55pm and travels via Kapukapu Road first direction.

**Run 2**      **Jackson Rd/Hamurana Loop.**  
From Kaharoa School via Kaharoa Rd to Tauranga Direct Rd  
Via Tauranga Direct Rd to Jackson Rd  
Via Jackson Rd to Central Rd  
Via Central Rd to Sunnex Rd/Scott Douglas Drive intersection  
Return to Kaharoa School  
Arrives at Kaharoa School in the morning by 8.00am  
Leave Kaharoa School via Kaharoa Rd to Tauranga Direct Rd  
Via Tauranga Direct Rd to Te Waerenga Rd  
Via Te Waerenga Rd to Hamurana Rd  
Via Hamurana Rd to Tauranga Direct Rd  
Return to Kaharoa School

**Jackson Rd Run** - Leaves 3.00pm.

**Hamurana Rd Run** – Leaves by 3.25pm.  
Arrives at Kaharoa School in the morning by 8.40am

**TePu/Kapukapu Rd Run** - Leaves 3.00pm  
Arrives at Kaharoa School in the morning by 8.20am

## WHO TAKES WHICH BUS:

Go Bus                    **Run 2: "Jackson Rd"** – Jackson Rd, Central Rd, Sunnex Rd, Scott Douglas Drive, Dalbeth Rd, Oturoa Rd, Mokoia Rd, Keith Rd, Hamurana Rd (3km Ngongotaha side of Tauranga Direct Rd), Tauranga Direct Rd.  
**Courtesy passengers – Ngongotaha**

*\*Note: the designated bus stop is currently the Jackson Road bus - picked up at Jackson Road / Central Road corner.*

**Run 1: "Te Pu/Kapukapu Rd"** – Kaharoa Rd from school to Tauranga Direct, Stewart Rd, Tauranga Direct to Dudley Rd, Roy Rd. Kapukapu Road, Kaharoa Road

**Run 2: "Hamurana Rd Loop"** – Te Waerenga and side roads off it, Hamurana Rd and all its side roads to 3km Ngongotaha side of Tauranga Direct Rd, Tauranga Direct Rd.

**Courtesy passengers: Nil – when bus fully loaded**

### **Approximate Times**

<b>TIME</b>	<b>Te Pu/Kapukapu Bus Stops</b>
<b>Morning</b>	<b>Updated Nov 2022</b>
7.28am	Leaves Kaharoa School
7:30am	Kaharoa Hall
7:38am	505 Old Tauranga Direct Rd
7.42am	Dudley Rd
7.45am	740 Tauranga Direct Rd
7.48am	506 Tauranga Direct Rd
7.50am	Corner Jackson/Tauranga Direct Rd
7.55am	Leave Corner Jackson/Tauranga Direct Rd
8am	Drop off children at school
8.12am	588 Kapukapu Rd
8.18am	260 Kapukapu Rd
8.23am	73 Kapukapu Rd
8.26am	Arrives at Kaharoa School

<b>Afternoon</b>	<b>Updated Feb 2022</b>
3pm	Leaves Kaharoa School
3.02pm	73 Kapukapu Rd
3.02pm	89 Kapukapu Rd
3.03pm	99 Kapukapu Rd
3.05pm	260 Kapukapu Rd
3.06pm	289 Kapukapu Rd
3.09pm	465 Kapukapu Rd
3.10pm	487 Kapukapu Rd

3.13pm	588 Kapukapu Rd
3.25pm	Past school
3.30pm	458 Tauranga Direct Rd
3.32pm	Roy Rd
3.33pm	737 Tauranga Direct Rd
3.35pm	Dudley Rd
3.37pm	740 Tauranga Direct Rd
3.43pm	Corner Jackson/Tauranga Direct Rd

### **Approximate Times**

<b>TIME</b>	<b>Hamurana Bus Stops</b>
<b>Morning</b>	<b>Updated Nov 2022</b>
8.00am	Leaves Kaharoa School
8.05am	893 Te Waerenga Rd
8:08am	691 Te Waerenga Rd
8:10am	574 Te Waerenga Rd
8.12am	Penny Rd
8.15am	Hoko Rd
8.20am	Te Waerenga Rd bus stop
8.22am	Hamurana Rd Shops
8.25am	Fryer Rd
8.30am	North Riding Estate
8.40am	Arrives at Kaharoa School

<b>Afternoon</b>	<b>Updated Nov 2022</b>
3.25pm	Leaves Kaharoa School
3.31pm	893 Te Waerenga Rd
3.34pm	691 Te Waerenga Rd
3.36pm	574 Te Waerenga Rd
3.38pm	Penny Rd
3.41pm	Hoko Rd
3.46pm	Te Waerenga Rd bus stop
3.48pm	Hamurana Rd Shops
3.51pm	Fryer Rd
3:53pm	North Riding Estate (Bus returns to school)

### **Approximate Times**

<b>TIME</b>	<b>Jackson Rd Bus Stops</b>
<b>Morning</b>	<b>Updated Nov 2022</b>
7.30am	Leaves Kaharoa School
7:38am	3 McFetridge Drive (on Jackson Rd)
7.41am	Todd Duncan Drive
7.42am	Arrives at Sunnex Road
7.45am	Leaves Sunnex Road
7.50am	Jackson Rd/Central Rd Bus Stop
8.00am	Arrives Kaharoa School

<b>Afternoon</b>	<b>Updated Nov 2022</b>
2.55pm	Leaves Kaharoa School

3:03pm	3 McFetridge Drive (on Jackson Rd)
3.05pm	Jackson Rd / Central Rd Bus Stop
3:08pm	Todd Duncan Drive
3:09pm	Scott Douglas Drive
3.15pm	195 Jackson Rd
3.20pm	Arrives Kaharoa School



***(Below has been added to school docs information)***

**Local Eligibility Information**

Depending on how far away you live from your closest school *students are either:*

- **Eligible** for one of the Kaharoa School bus routes as above.
- Eligible for a bus to another school, and can therefore use automatic '**Transfer of Eligibility**' rules to ride one of the Kaharoa MOE bus routes so long as they are delivered by their parent/caregiver to a bus stop on one of our MOE routes.
- **Ineligible** students, not eligible to use the MOE bus service, are '**courtesy passengers**' if they are driven to the designated bus stop\* with our existing Kaharoa MOE bus routes.
- The private **user-paid** Ngongotaha bus is contracted to pick up and drop off Kaharoa School students from outside Ngongotaha Primary. There will be strict limits for the available spots on this bus according to the number of students Kaharoa School has space for, and in specific year groups and classes.

**Courtesy Passengers:**

- 'Courtesy' transport (those children who don't meet the eligibility criteria) is only available because of the current approval of the local bus contractor. Families will be informed of any changes ahead of time.

-The designated bus stop is currently the Jackson Road bus - picked up at Jackson Road / Central Road corner.

-Bus companies reserve the right to charge 'courtesy' passengers in future if circumstances change. Families will be informed of any charges ahead of time.

-In the event of the bus exceeding the bus legal loading limit the courtesy passengers will be asked to make their own way to school until such time as there is spare room on the bus. The last courtesy person on the bus list will be the first one asked to make his or her own way to school. This is irrespective of any other family member traveling on the bus. Families will be informed of this ahead of time.

Special cases considered by school management, and decision at principal's discretion.

**Changing Buses**

Please liaise with the Kaharoa School office around any changes to your child's routine of bus travel, as we are asked to keep track for students' safety.

Children are asked to use their allotted bus service as bus runs are not interchangeable in most circumstances (for consistency of numbers, and also so that the school can keep track of who is on what bus for safety). However, students on the pay-for-use Ngongotaha bus are able to travel on another bus on request, please contact the School Office.

The Bus Contractor has allowed some discretion so that Kaharoa School can support families where space on the bus is available. Families will be informed of any changes to this arrangement ahead of time. Requests are made to Kaharoa School via the office, with final discretion by the principal.

For example:

- Split families where students need to catch a different bus depending on who they are staying with each week, or weekend.
- Unforeseen situations where there is a sudden accident, or change in family circumstances.
- Work conditions involve using one route in the afternoon, and the other in the morning.
- Sport or cultural practices occurring on a regular basis for the term.
- Parent requests for a temporary pass received by the office in a timely manner.

In these circumstances an alternative bus pass may be issued at the discretion of Kaharoa School, so long as the bus company continues to allow this discretion.

Note: We do not allow students to come into the office wanting to organise a play date / hang out and swap buses.