## **Important Bus Information for Parents**

In order to ensure the smooth running of the bus service we ask that the following be adhered to by all families who use the bus service. If you have any queries, please contact either Faye Challenor (Bus Contractor) on 9855 2225 or the school office on 9855 2213.

Please advise both the bus driver and the school of any changes to standing travel arrangements as they occur. If you intend picking your child up, having them get off at another approved stop, have a friend come home with them or going to music etc. you are required to notify your bus driver and the school of this. If your child is travelling on a different bus route to normal then both bus drivers need to be informed. You can advise the school by either your child's communication book or by calling the school office. If the office is unattended (which may occur on occasion) the best time to call would be during recess or lunchtime. Without this notification the change will not occur and your child will travel as per normal. Any changes to transport may impact on the travel time and the bus driver needs notice to inform other parents on the bus route if there may be delays because of extra children for example.

If your child is being collected and will not be on the bus please advise the school either via communication book or by calling the school office. The teacher on bus duty is not always your child's class teacher and we are finding that time is being spent looking for children that have already been picked up by their parents. This means that buses are leaving later than planned. If you do collect your child and have been unable to let the school know prior, please see the teacher on bus duty.

Please be aware that if you are unable to meet your child in the afternoon at their bus stop please ensure you have made an alternative arrangement and have let the Bus Driver know. Under "Duty of Care" provisions if a parent is not at the stop and has not notified the driver, the student strictly should not be dropped off, instead they are to be taken either back to school, or to the Mt Barker or Cranbrook Police Station if the school is closed for the day.

Due to large amounts of rubbish being left on the bus, **students are not permitted to eat on the bus**. Children are encouraged to make sure their water bottle is full for the bus ride home, particularly in the warmer summer months.

Any children who suffer from blood noses are asked to please carry a small towel in their bag.

All contact numbers for the bus drivers can be found on the Term Planner issued at the beginning of each term.

We thank you for your support in this matter.