



RUSSELL SCHOOL BUS 2021

A guide for parents and children at Russell School

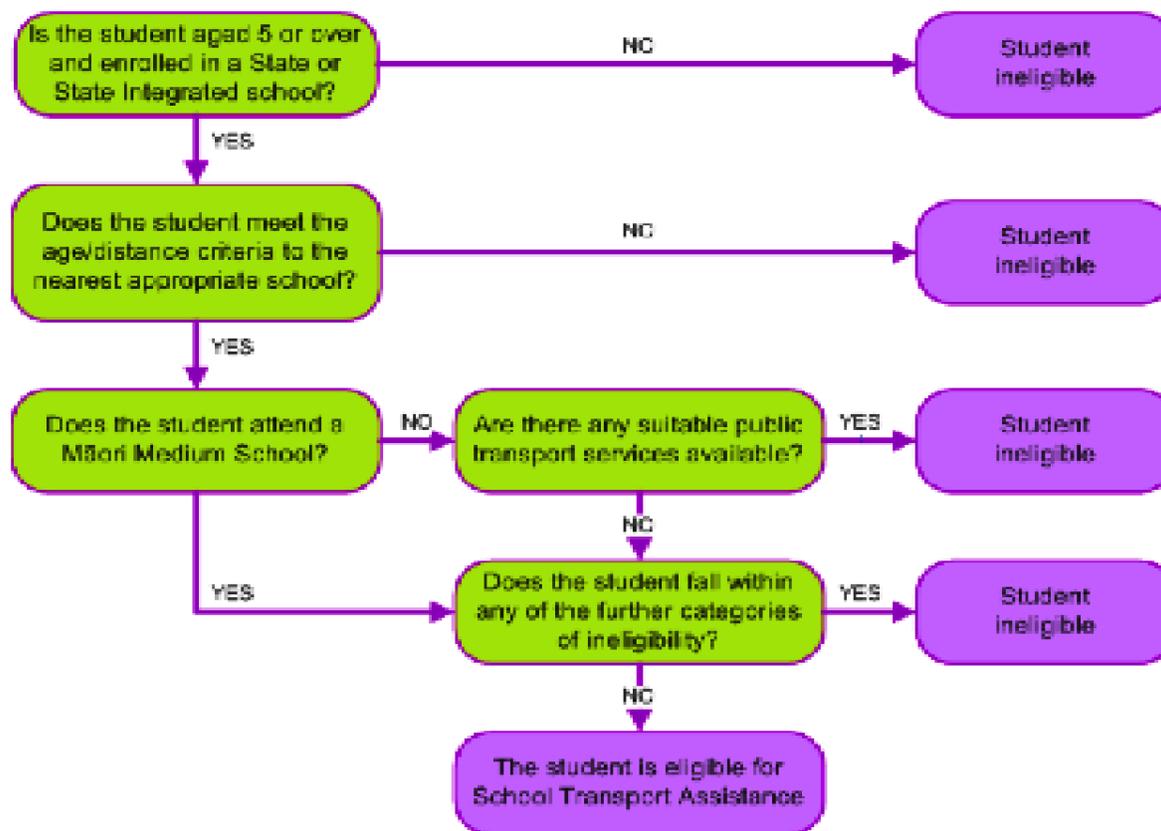
Children Eligible for Bus Travel

What are the age / distance criteria?

- To meet the age distance criteria, a student must live more than a certain distance from their **nearest appropriate school**, regardless of whether it is the school they attend. This distance is measured over the shortest public road or public pedestrian route from the home roadside gate of the student, to the school's front gate.
The distances are:
 - more than 3.2km for students aged from 5-9years of age (3.5km = Orongo Bay Holiday Park, 3.6km = Lichen Lane)
 - more than 4.8km for students aged 10 years of age or over (4.8km = Stage 4 (by Orongo Bay Homestead) of Okiato - Russell Walking Track, 5.4km = Te Wahapu Rd)
- If a student has already met the age/distance criteria when they applied (e.g. on the first day of their school's year), they will be deemed to remain eligible on those age/distance grounds for the rest of that school year, despite turning 10.
- Parents are asked to inform the school immediately of any change of address, so that the total number of children eligible for bus travel does not exceed the maximum loading of the school bus.
- Rapid number or street number must be given.
- Children who are privately transported more than 2.4km to the school bus stop may be eligible for a conveyance allowance.
- Children from outlying areas who do not attend their nearest school must live more than 2.4km from the nearest bus stop.
- Application for a conveyance allowance must be made on the Ministry of Education Application Form available from the school, or Ministry of Education website.

Who is eligible for School Transport Assistance?

The flowchart below illustrates the eligibility criteria for School Transport Assistance.



The following guidelines are usually followed to decide what type of assistance an eligible student will get within the transport entitlement zone of the school attended:

- **If there is a school bus route running within 2.4km of the student's home** assistance will be a place on the school bus.
- **If there is no school bus route running in the area:** assistance will be a conveyance allowance to assist with the cost of transporting the student from their entitlement location to school and back.
- **If there is a school bus route in the area but the student lives more than 2.4km from the route:** assistance will be a conveyance allowance to assist with the cost of transporting the student from their home to the bus, and also a place on the school bus. Note that the first 2.4km of the journey is unpaid.

Children Travelling on the Bus who are Ineligible

- It is at the Bus Company and school's discretion whether children who are not eligible for bus travel are carried on the school bus, and parents should approach the bus company and school with any requests.
- There will be no deviation from the contracted bus route, pick up places or times of pickup / delivery.
- The maximum loading on the school bus shall be observed.
- Children eligible for bus travel will not be denied travel due to other arrangements made to carry ineligible children.

Student behaviour on buses: What is expected?



Safety tips

Getting on the bus:

- Wait in the designated place – well back from the road.
- Wait until the bus has stopped before getting on.
- Carry your bag in front of you so it does not get caught in the door.
- If seated, put your bag (and anything else you are carrying) on your lap or under the seat in front of you.
- 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.

Getting off the bus

- Wait until the bus has stopped.
- Carry your bag in front of you so it does not get caught in the door.
- Get off the bus through the front door if possible.
- Get off the bus carefully without pushing.
- Wait well back from the road until the bus has moved away.
- If you need to cross, find a safe place, wait until the bus has moved away and you can see clearly up and down the road, then cross.

Expected behaviour for students using school buses

Students who travel on a bus may continue to do so while they behave in a reasonable and safe manner. The following behaviour is expected of students using buses to help make sure the bus is a safe place for everyone:

1. Seated passengers sit down straight away and remain in their seats for the whole journey.
2. Standing passengers stay behind the driver at all times, stand quietly, and do 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 bus operator's property at all times (eg refrain from standing on seats or vandalising the bus in any way).
7. Passengers do not harass, bully, or abuse other passengers or the driver in any way, whether verbal or physical.
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.

Students who choose to behave in an unsafe and/or unacceptable manner risk losing their place on the school bus!

Behaviour of Pupils at School Bus Stops

- The school is unable to accept responsibility for incidents; accidents etc that may occur at bus stops and request that parents supervise their own children while they wait for the school bus.
- Parents using connecting buses have private arrangements with the bus company and the school is not responsible for the discipline/supervision of these children not travelling on the Russell School bus.

Safety Actions for caregivers

To help make a school bus trip safe, caregivers who are dropping off / picking up students at the bus stop should:

- when dropping students off at the bus, **get out of the car and go with them to the bus stop**
- when collecting students, **get out of the car and meet them as they get off the bus, on the same side of the road that the bus has stopped, and go with them to the car.**

Safety Actions for the bus driver

- Picking up and dropping off students
 - Pick up / drop-off students on the left-hand side of the road.
 - Load / unload students on the same side of the road as the school if possible.
 - Wait for the all clear from the duty teacher before departing on the home run.
- On the road
 - Report any inappropriate student behaviour to the school principal, bus controller or bus operator.

Melissa Sunshine Jackson
RUSSELL SCHOOL PRINCIPAL

For more information visit: www.minedu.govt.nz/schooltransport

I / We have noted the Russell School Bus Transport Guide and support the school in ensuring our child / children adhere to ‘Student behaviour on buses: What is expected?’

Parent/Caregiver: _____

Contact Phone Number: _____

Name of student / s travelling on the school bus:

Distance from school: _____

Rapid / Street Number / Address:

Conveyance form required:

YES

NO