**Kotara high School - Bus Duty Policy**

Bus Duty occurs each afternoon after school (not mornings) to ensure the safe and orderly departure of students from school.

All buses arrive and leave the school at the front of the school on Lexington Parade or Rosemont St (NO STUDENT SUPERVISION exists for buses leaving from Rosemont St or from ANY other location.

No student who catches a bus from school is permitted to leave lessons early.

Punctual arrival at school by those students catching morning buses is also expected. At times, early bus arrivals may tempt students to frequent the Westfield shopping centre.

Punctual reporting for school is a clear expectation.

A roster of Bus Duty staff (3.12pm until 3.40pm) is prepared as part of our regular Playground Duty roster. Head Teachers are typically part of this roster.

**LOCATION - EXPECTATIONS OF STUDENTS:**

***Main Entry/ Exit Gate (on Lexington Parade ONLY:***

All boarding of buses occurs via this gate.

Students line up according to the bus numbers and are called to embark by the Bus Duty teachers.

Students are to queue in an orderly and well mannered fashion.

**Students must be near the** **teachers supervision area at the front of the school.**

**AFTERNOON BUS DUTY - BUS ARRIVAL/DEPARTURE - STAFF ROLES**

Two staff monitor the front school gate and footpath. Upon the arrival of the bus, staff on duty are requested to approach the bus, signal the driver and prepare for the guided entry of students. This will reassure the driver and facilitate orderly student bus entry.

**Students must NOT run to the buses.**

Staff check and insist on safe student entry onto buses and liaise with the bus drivers to ensure clear and amicable relations.

Students are to leave the school in full school uniform. Any variations to the school uniform should be challenged by supervising staff upon student entry onto the buses.

Any issues of late or absent buses should be reported to the Senior Executive staff immediately.