



Procedure for Supervision of School Buses

Morning Bus Duty Procedure

School staff that are rostered on to bus duty meet the buses at the front of the school. Bus staff will hand the electronic tablet to DVS staff who log on using a fob (stored in the pencil case in bus container on the table at the front of the school). Students can then be tagged off as they exit the bus.

Only the three buses immediately in front of the school are to be unloaded at one time to ensure the safety of the students and limit access to pathways and traffic.

The other buses should wait and proceed around the turning circle once others have departed.

Once all students have left the bus and to further strengthen safety for students, school staff are required to confirm that the bus service is clear of students by walking the bus, checking on and under seats.

Once they reach the back of the bus, they scan the electronic device at the card reader board (usually mounted on back wall of bus).

The bus supervisor is also required to complete this process.

When the fitted card reader has been scanned, the electronic student manifest device will record that the bus is cleared of students and property, enabling the bus staff to continue to their next destination. The SDTU, when required, can audit the completion rates of the scanning devices.

In the event of disagreement about the absence of a student the staff member should hold the bus until such time as the student's presence at school is confirmed.

Bag Tags

All students who travel on one of the school buses have a bus tag on their school bag indicating the level of support required.

Students with **Red tags** must be escorted off the bus and taken directly to their classrooms.

Students with **Orange tags** must be supervised – staff should ensure they are in the school grounds and heading in the right direction.

Students with **Green tags** can independently make their own way to their classrooms.

Staff are rostered (at doors, gates and playground areas) each day to supervise areas of the school to observe and support students making their way to the classrooms.

Afternoon Bus Procedure

Classroom staff are responsible for escorting their students to the buses in the afternoons.

Designated rostered school staff will assist with marking students onto the buses. School staff will fob themselves onto the electronic device and then tap each student's name as they get onto the bus.

Bus staff will tag them off once they reach their destination.

Any queries regarding students who have departed early or are not travelling for any reason should be directed to the front office.