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# Student Code of Conduct

## Private Bus Services



This Code of Conduct outlines the expectations of students travelling on Roseville College private bus services for the safety and wellbeing of passengers and drivers. *This Code was developed by Roseville College and was informed by the Student Code of Conduct (Transport for NSW) and the bus etiquette of Forest Coach Lines.*

This Code of Conduct relates to the Before and After School private bus service (operated by Forest Coach Lines).

A student may lose bus travel privileges or face disciplinary action should they breach or show repeated disregard for this Code of Conduct. Vandalism, littering or causing harm to buses, people or possessions are legal considerations and may result in formal complaints and/or prosecution\*.

Roseville College students and caregivers are expected to:

- Ensure students travelling on a Roseville College service arrive on time at the designated bus stop and board the correct service. A student should immediately notify the driver if they have mistakenly boarded the wrong bus, who will contact Roseville College to ensure the student is safely transported to or from school/home .
- Parents and caregivers are responsible for ensuring their child safely boards the bus each morning and are responsible for arranging alternative transport if the student misses the service. If accompanying a child to and from the bus stop, wait on the same side of the road that the bus stops on as this reduces the risk of a serious accident if a child attempts to cross the road unsupervised from or to a waiting parent or caregiver. Older students waiting for a service unsupervised should not leave the bus stop in case they miss the service.
- Stand clear of the bus until it stops completely and allow any disembarking passengers to exit before boarding in single file
- Only subscribed students may board this service, and must activate ('tap on') their student ID pass on boarding
- Respond immediately to directives and safety instructions from the driver
- Remain in your seat and secure a seatbelt, if provided, during transit
- Demonstrate courtesy and respect to other passengers, staff and the driver. This includes acceptable use of mobile devices, appropriate personal hygiene and personal responsibility, and respect of property

Unsafe and inappropriate behaviour will be reported. It includes but is not limited to any form of bullying, intimidation, harassment, causing a student to miss a service or



bus stop, projecting objects from the bus, or behaviour contrary to the spirit of this Code of Conduct.

- Demonstrate care for peers and younger students, ensuring incidents or supports are reported to Junior School Reception or the Senior School Student Services Office as soon as possible on the same day (for morning services) or the next day (for afternoon services)

#### USE OF MOBILE DEVICES

- Students may use mobile devices with headphones during transit of some services, at the discretion of the driver. Keep phone conversations, if necessary, brief and speak quietly. Photography, video, and other distracting use of devices are discouraged during transit

#### PERSONAL HYGIENE AND PERSONAL RESPONSIBILITY

- Students must wear a mask during transit unless otherwise instructed, cover their mouth when they cough or sneeze, and comply with any reasonable hygiene request
- Students may consume water during the bus service. Please do not eat or consume other food or beverages during the service
- Place school bags and personal affects under your seat, at your feet or on your lap to keep the aisle clear of visual or physical obstructions
- Items must not be thrown out of the bus and passengers must not place arms or objects outside the bus during the service

#### RESPECT OF PROPERTY

- Demonstrate respect for fixtures on the bus and refrain from damaging seatbelts or putting feet on seats/back of chairs
- Report any vandalism or property damage to the driver immediately
- The cost of cleaning and repairs to damaged property will be charged to the offending student's caregivers and the student may lose bus travel privileges and/or face disciplinary action

\*Forest Coach Lines equips vehicles with seat belts and security cameras. The company takes issues of vandalism and suspicious or unsafe behaviours seriously and will report them to Roseville College and/or NSW Police.



- Students are responsible for being aware of their surroundings and disembarking at the correct stop. If a student misses their afternoon stop, they should immediately notify the driver who will contact the bus operator to clarify the correct procedure for ensuring the student's safety
- Wait for the bus to stop before standing to leave the bus and stand clear of exit doors to allow safe operation by the driver
- When disembarking, students must deactivate ('tap off') their pass – if required – and take all personal items with them, including rubbish to dispose responsibly. It is the students' responsibility to locate and collect lost property from third-party providers, such as Forest Coach Lines
- After alighting, wait for the bus to depart before attempting to cross the road. Use designated crossings, if available. Only cross the road once you have a clear vision in both directions and it is safe to do so
- Emergency procedures, including evacuations, are explained to subscribed students during the first week of each term. Students must comply with all emergency instructions, including leaving personal items on the bus during an evacuation
- For concerns, inquiries or emergencies on any Roseville College bus service, contact (02) 9884 1100, weekdays from 8am – 4pm. Outside of these hours during weekdays, please call Forest Coachlines operations on (02) 9485 0600