

## **OXFORD AREA SCHOOL**

### **BUS PUPILS INFORMATION SHEET**

Dear Parents,

This notice is to give information to parents of pupils using school buses on matters concerning their children while they travel to and from school, and at school.

The use of school buses is not an entitlement to pupils but is a service that is available to those who are prepared to follow the simple rules and regulations laid down by the Ministry of Education which are imposed to maintain safety and efficiency on the bus runs.

#### **BUS ROLLS**

Only pupils whose names are on the rolls are entitled to travel using a school bus service.

The rolls are checked daily and those on the bus are marked and the rolls are held by the school in case of an emergency occurring. Parents who wish to make special arrangements to have their child travel on a bus should make contact the Bus Controller.

#### **ARRIVAL AND DEPARTURE TIMES**

Arrangements have been made with the bus operators to have the buses arriving at school prior to school starting. With this in mind students should be at their morning pick up points 5 minutes before pickup time. This helps with keeping the bus on schedule and punctuality over the full bus run.

Most buses leave promptly after school, allowing pupils only about five minutes to collect possessions and get to the buses after the last period of the day. Sometimes pupils accidentally miss the bus and should this occur they should go to the office immediately so that parents can be notified and arrangements made to get the pupil home.

#### **BEHAVIOUR AT THE STOP AND ON BUSES**

Throughout New Zealand many accidents occur at Bus stops. Pupils attempting to board or get off while the bus is still moving, or crossing the road before checking to see if it is clear.

Where students gather to meet the bus, patient behaviour is expected and surrounding property is to be respected.

Students are expected to behave on the bus in responsibly manner. Stay in their seat and talk quietly. Misbehaviour can be a danger to others and should be reported to the bus controller. In extreme cases students may be denied the privilege of travelling on the bus.

## EMERGENCIES

In the case of floods or equivalent emergencies, parents who have knowledge of this should contact the Bus Controller and should the bus not be able to travel the route , communication along the route will be attempted.

For any Bus Enquiries please contact the Bus Controller Andrew Riach

Andrew Riach

Bus Controller

Phone 3124197