



## HEATHERBANK PRIMARY SCHOOL – School Transport Policy

Approved by: Executive Head      Approval date: 07/01/2025

Review date: 06/2025

### GENERAL RULES:

1. The bus is a gratuitous service offered to pupils living on the Walmer Township Route, who attend the Heatherbank Pre or Primary School. There are designated stops on the route. The bus will not deviate from these stops/route without approval from the Executive Head.
2. Approved staff members of Heatherbank Pre and Primary School are assigned to specific trips as representatives of the school and should be respected as such.
3. No parents/adults may use the bus as a means of transport.
4. The gratuitous bus service is available for as long as the bus is serviced, licensed and safe for use. When this service is not available, it is the responsibility of the parents/caregivers who have signed the School Contract, to provide safe transport to and from school. The school times are to be strictly adhered to as the school gates will be opened and closed accordingly. There will be no access to the school before or after these times, and there will be no aftercare beyond the school hours.
5. A bus pass will be issued to learners monthly in advance for the use of the bus. This pass (free) will only be for those pupils/parents/caregivers who are not in breach of contract .
6. Should this pass be lost/upheld or stolen the pupil will not be allowed to use the bus until it has been replaced. It is the responsibility of the parents/caregivers to make this arrangement with the Executive Head.
7. It is not safe for pupils to walk to and from school unaccompanied. The school will only release pupils to a designated driver or bus/transport service.
8. Pupils using the school bus are expected to abide by the rules set by the school.
9. There must be a parent/caregiver to fetch pupils from their designated bus stops, as children may not leave the bus unaccompanied by an adult. In this event that there is no one to meet the pupil at the bus stop, the pupil will remain on the bus, and the parent will be responsible to fetch the pupil from school. Pre-school parents will be required to use private transport for 2 days failing the collection of their child(ren) from the bus stop.

### BREACH OF CONTRACT:

1. Should the bus rules be in breach by either the pupil or parent, the school has the right to withdraw the bus pass for a said period.
2. Learners are reminded of the bus rules daily and will be reported, by the staff member on duty, to the Principal or Executive Head.
3. After 3 violations, a Grow letter will be sent home to be signed and returned. The 5th violation will result in a second letter being sent home to be signed and returned. Should there be 6 violations in a month, the bus ticket will be taken for 2 days. The learner will then be issued a white bus ticket. After 2 more violations with the white ticket, the ticket will be taken away until the issuing of the next month's pass. It will be the responsibility of the parents (as mentioned above) to ensure safe transport to and from school for the remainder of the month.
4. Non attendance during this suspension period, will be marked as absent.

### INDEMNITY AGAINST LOSS/DAMAGE:

1. While every precaution will be taken for the safety and welfare of learners on the bus, the Parent indemnifies the school against any loss, damage or injury occurring to the learner while using the bus.
2. This includes an indemnity against recovery of costs resulting from damage, loss or medical conditions or hospitalisation, unless such loss is caused by negligence, willfulness or deliberate act of the School or one of its employees.
3. Pupils are only allowed to use the bus for designated grades to prevent overcrowding. This may mean that family members are not able to travel together. Arrangements to be made accordingly.



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### **BUS RULES :**

1. Pupils are to remain in their designated seats, and are not allowed to walk around on the bus.
2. Pupils are to remain quiet while traveling on the bus.
3. Eating and drinking is not allowed on the bus.
4. No vandalization will be tolerated and learners will be expected to carry the cost to replace the seat or item damaged.
5. Pupils are to be respectful of the driver and designated teacher at all times
6. There is to be no littering on the bus.
7. Pupils may only enter the bus with a designated monthly Bus Pass issued by the school
8. Pupils are to wear the correct school uniform when using the bus service
9. Pupils are to follow the General school code of conduct when on the bus.
  
10. Parents are not to approach the school bus and intimidate the learners, teachers or driver. Any grievance to be taken up with the School Principal or Executive Head by arrangement.