

SAFE TRAVEL POLICY-

Arriving and departing school
in a safe manner

KEEBRA PARK
STATE HIGH SCHOOL



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This purpose of this Safe Travel Policy is to ensure that students arrive and depart the school grounds in a safe manner. This includes accessing buses when travelling to and from school. Bikes, scooters and skateboards are also included in this policy.

Arrival of buses in the morning and students entering school grounds –

Procedure:

As the various buses arrive at school at their scheduled times students are expected to disembark from the bus and enter the school via the front gate in a safe and orderly manner.

- Students are to disembark the bus and immediately enter the school grounds.
- Students are not to leave the school precinct and go to the local shops.
- Students are to make their way into the school grounds and be prepared to be at their homegroup class by the required time of 8.50am each morning.
- All students, once they arrive at school, should enter the school grounds immediately and not congregate at the front of the school or at the bus shelter.

Departure of buses in the afternoon and students exiting school grounds–

Procedure:

Students will be dismissed from class at 3pm AFTER the bell has rung. No student should leave the classroom prior to the bell. Those catching buses are expected to make their way to the bus area in a safe and orderly manner.

- All students catching buses, no matter what time the arrival of the bus, are expected to stay within the school grounds, behind the main gates, until the bus arrives and is parked and stationary.
- Students should not be waiting on the footpath for the bus but inside the school gate.
- Bus students must not leave through the official school entrance way as this needs to be kept clear for members of the public who may be entering/exiting the school for various reasons.
- Students catching a bus must wait for the teacher on duty to open the gate and instruct students.
- Once the bus is parked and stationary, only then are students able to exit the gate to line up to board the bus in a safe and orderly manner.
- Students must line up in a single line until given permission by duty teacher to board the bus.
- Bus passes and Go Cards must be ready to present to the driver.



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Students who travel to and from school by bike, scooter or skateboard

Procedure:

- Enter the school via the entrance gate, not the road leading to the carpark.
- Students must use pathway and dismount and walk their bike/scooter to the bike racks.
- No bikes, scooters or skateboards are to be ridden inside the school grounds.
- To avoid loss, students are expected to individually lock bike/scooter with a personal lock and chain. Skateboards are the responsibility of the individual.
- Students are NOT to enter the school riding bikes/scooters /skateboards via the driveway or road.

Students who walk home/ out of school grounds to meet a parent.

Students not catching buses are asked to leave the school grounds via the main school entrance. Students walking home should leave the school entrance and use the pedestrian crossing at the front of the school and make their way to their destination being mindful of crossing roads in a safe manner.

- Students are not to walk through the car park areas within the school.
- Students being picked up by cars are asked to leave the school via the school entrance at the front of the school and walk safely to the parked car.
- Pedestrian crossings MUST be used when crossing the road.
- Students need to be aware of road safety near the school driveway as cars are moving in and out of the staff car park at all times of the day.

Responsibilities: Staff on Bus Duty

- Each afternoon staff are rostered onto duty at the front gate.
- Staff will arrive promptly to the front of school at the 3pm bell.
- Staff will ensure they are directing students to remain behind the school gates and within the school grounds until buses have arrived and safely parked. Only then are students able to exit the school grounds to safely line up to enter bus.
- Staff will direct students not catching buses to leave via the appropriate school entrance gate.
- Staff will remind students of correct procedures to ensure students are aware of the correct processes.
- Staff are required to make a note of students who repeatedly fail to comply with this policy and teacher direction and to pass this on to relevant year level Dean for follow up.
- Staff will inform students that consequences will be applied as per the school's Responsible Behaviour Plan for Students if policy is not followed.

Failure to comply with this policy is a breach of the school's safety guidelines in relation to the Schools Responsible Behaviour plan for Students.



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