

Wainuioru School Bus Procedures Handbook 2026

This handbook outlines the expectations, roles, and responsibilities for all individuals involved in school bus transport. Following these guidelines ensures a safe and secure environment for everyone. The Wainuioru school board of trustees is responsible for the school bus routes as we operate our own buses. The board delegates a bus sub-committee and the principal is nominated as bus controller.

Wainuioru school is a directly resourced school.

'*DR schools (or networks of schools) receive bulk funding from the Ministry to organise and manage their own school transport assistance for their eligible students. Information on the eligibility criteria can be found on the Ministry's website'.*

We own and operate our own buses and are responsible for ongoing costs, employing drivers and ensuring that we are meeting ministry requirements. As a school we have an enrolment zone and a transport eligibility zone, these can be different. Our funded bus route does not cost families who use this bus service. If these families catch a non-funded bus (town bus) then we charge a casual fee. Our other bus services are user pays, parents are charged a termly fee as this helps cover associated costs.

1. Student Expectations and Safety Guidelines

All students must follow these rules to ensure their safety and the safety of others.

Getting On and Off the Bus

Wait in a safe area: Wait in parent/caregiver vehicles or a designated bus shelter until the bus has come to a complete stop. Wait inside the school gate until the designated staff member

opens the gate when the bus has stopped. Stand well back from the road while waiting for the bus, as these vehicles require a lot of space.

Be aware: Stay alert so you can see and hear the bus and any traffic dangers.

- **Wait for the bus to stop:** Only approach the bus after it has come to a complete stop and the doors are open.
- **Board in an orderly manner:** Form a single line and board the bus in order, no pushing or shoving. Be respectful of other students.
- **Seating:** Students fill the bus from the back first if asked by the driver and leave seats by the door free for further pick ups.
- **Use your manners:** Students are expected to say **hello**, **goodbye** and **thank you** to the bus driver.
- **Keep your belongings safe:** When directed by the driver, bags need to be stowed in the back. Please do this in an orderly manner, without rushing or running. If bags aren't stowed in the back of the bus, please keep them with you at your seat and ensure all belongings stay inside your bag.
- **When getting off the bus:** At Bideford corner, students wait until the bus has come to a complete stop and then leave the bus in an orderly fashion. Students must not run from the bus to their vehicle. This applies each time the bus stops. When dropping off at other points, students move quickly and safely to their pick-up point. When waiting to get on at Les Pakaraka, please stay in your parents/caregivers car or in the bus shelter, or stand well back from the road, until the bus has come to a complete stop.
- **Bus Door:** The bus driver is responsible for opening and closing the bus door. Students must not operate the door unless they have been designated as the bus monitor.

On the Bus

- **Wear footwear:** Students are expected to wear **footwear** at all times while on the bus.
- **No eating or drinking:** Do not eat or drink anything on the bus.
- **Be settled and quiet:** Students are expected to be settled and quiet to ensure a safe and calm environment for everyone.
- **Respect others and bus property:** Don't throw anything on the bus. Use appropriate language and avoid shouting. Vandalism, including standing on seats, is not permitted.
- **Follow instructions:** Always follow the directions of the bus driver and bus monitors.
- **When getting off the bus:** students should stay seated until the bus has come to a complete stop and the door has opened.
- **Serious misconduct:** Any damage caused to the bus will result in caregivers being billed for the repair costs.
- **Seatbelts:** Seatbelts must be worn and not unclipped until the bus has come to a stop.
- **Follow Wai Kids Values:** Students are expected to follow the Wai Kids Values at all times.

Afternoon Bus Run Procedures

- For the afternoon bus run, students will **line up and wait for their name to be called** by a staff member who is ticking them off the list as they leave the gate.
- It is expected that students use their manners when getting on and off the bus.

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2. Roles and Responsibilities

Bus safety is a shared responsibility among the school board, school management, bus staff, students, bus drivers, bus monitors, and parents/caregivers.

Bus Drivers

Bus drivers are responsible for the safe transport of students and have final authority on the bus. Bus drivers travel at 80km when passengers are on board. The following are agreed-upon expectations to ensure consistency and minimize behavior management issues.

- **Front Seat Occupancy:** The front passenger seat is to be occupied at the driver's discretion. Whether a student can sit in the front also depends on their size. The driver may assign a student to the front seat, but parent/caregiver permission must be given. Please refer to the Parent/Caregiver Agreement for details on giving permission.
- **Reportable Behavior:** Drivers will report to the school when they feel it is necessary. This includes incidents, such as physical contact (e.g., pushing or shoving) or swearing or shouting, as well as minor behaviors if they are repeated.
- **In-transit incidents:** Drivers are not expected to deal with negative behavior themselves. If a driver considers it unsafe to continue the route, they will contact the school.
- **School Follow-up:** If the school's senior leadership (Principal or Deputy Principal) or office staff are informed of an incident, they will follow up with the student via the classroom teacher or senior leadership depending on the nature of the issue.
- **Health and Safety:** Our bus drivers have sole responsibility for managing incidents on the bus and will contact the school only if something needs to be followed up. The school and drivers work in partnership and support each other at all times. Because the drivers know the routes best, they make the decisions about where buses stop and pick up students in conjunction with the Bus controller and the board sub committee.

  Please be accommodating of these decisions, as they are not made lightly. Supporting the drivers by ensuring children are ready at their stops is very much appreciated.

If a parent or caregiver is not at the stop to collect a child, the driver will return the student to school, where parents will be contacted to arrange collection. Parents need to also understand that our drivers cannot be on their phone while driving or may be out of reception. If a parent is not there to collect within a short time frame the driver will continue on and return the child/ren to school.

- Buses will be kept in designated areas as agreed upon by the Bus sub-committee, bus controller and driver. The storage of a bus may be at a private residence or another residence that is deemed most appropriate.

- **Seasonal Changes for Bus Drop-Offs and Pick-Ups:** Bus drop-off and pick-up points may change depending on seasonal conditions. For example, students can be dropped off on the grass only when it is dry. Please follow the instructions provided by the bus drivers, as they make these decisions to ensure the safety of all students. Supporting the drivers by using the designated areas helps keep everyone safe and the buses running smoothly.

Bus Monitors

Bus Monitors are student leaders who assist the driver in maintaining safety and order.

- **Supervised by staff:** They are selected and supervised by school staff,
- **Misbehavior:** They report misbehavior to the supervising teacher and driver.
- **Emergency support:** In an emergency, wardens assist the driver by knowing the location of emergency exits, fire extinguishers, and first aid kits.

Parents and Caregivers

Parents and caregivers play a crucial role in bus safety.

- **Traffic safety:** When dropping off or picking up children, don't park in bus bays and reduce your speed to **20 km/h** when passing a stationary school bus.
- **Bus stop safety:** Encourage your children to wait at the designated bus stop and not to run across the road. Students wait in vehicles until their bus has come to a stop. Parents/caregivers at Bideford corner are required to go to the bus to collect students.
- **Safety gear:** The school can provide upon request hi-vis vest or back pack covers, provided by the Road safety council. These were handed to each child in 2025. The wearing of these is not something we as a school are able to effectively enforce.
- **Communication:** Parents/caregivers are the first point of contact for the school regarding transport inquiries.
- **Bideford corner safety:** Parents need to park in such a way to keep the Bideford corner area clear. Ensure there is sufficient room for the Bus including Go Buses to enter, exit and pull around the centre ring.

- **Parents** are required to be present at the bus stop, or it is assumed a parent is at the property. That is a parental obligation. If a parent is not there then they need to communicate with the driver/school in a timely manner, being aware that drivers cannot use their phones while driving and are often out of reception. A driver may have to continue on the run if a parent is late or not present due to other parents waiting.
- **Legal obligation:** Parents/caregivers are ultimately responsible for ensuring their child gets to school. If a student loses their bus privileges, it's the parent's/caregiver's responsibility to arrange alternative transport.

3. Bus Communication

Daily Bus Changes

Daily bus changes must be communicated according to the following procedure.

- **Morning Changes:** A phone call or message to the driver must be received by **7:30 am**. Morning changes must be timely as they impact each bus stop pick-up and directly affect the driver's route timing. Please keep communication and changes to a minimum as it can be difficult for drivers to keep track of changes. Our drivers manage their own home routines and family to ensure they are on time for their bus driving responsibilities.
- **Afternoon Changes:** Daily changes impacting the afternoon run must be received by email to the school office no later than **2:20 pm**. This allows administrative staff to note the change on the list and inform students and bus duty staff.
- **Late Notification:** Any changes communicated after the 2:20 pm deadline won't be able to be made.

Termly bus lists:

The bus lists are reviewed each term before the school holidays. Any changes are communicated with families. Term changes occur due to new students coming into school. We do our best to accommodate families in a way that suits them along with the bus routes and timings. At the beginning of the year the lists include reserved spots for New enrolments coming in throughout the year.

Parents need to reconfirm termly changes with the school ahead of the new term starting e.g if swimming lessons or sports activities are continuing.

Longer-Term Bus Changes & Bus routes

Any long-term bus changes must be communicated with the **Wainuioru school bus controller, Morgan Bunny**. It's at the discretion of the bus controller to assess the logistics related to the change and confirm if it can or cannot take place. It's the **parent's/caregiver's responsibility** to ensure that any changes have a **start and end date** and that this is communicated clearly.

Bus routes, drop off pick up points are subject to change at the schools discretion, (with notice) due to health and safety concerns, numbers, needs and ministry requirements. These decisions involve the driver's, bus controller and Board of trustees sub-committee.

4. Consequences for Misconduct

Inappropriate behavior will be managed by the school in conjunction with school behaviour systems.

- **Revocation of transport:** For ongoing or serious problems, a student may temporarily or permanently lose their place on the school bus.

School Bus Student Agreement

I, the undersigned student, understand that riding the school bus is a privilege. To ensure the safety of myself, my fellow students, and the bus driver, I agree to follow the rules and responsibilities outlined below.

My Responsibilities:

I agree that while riding the school bus, I will:

- **Behave Safely:**
  - Stand well back from the road while waiting for the bus.
  - Wait until the bus has come to a complete stop and the door is open before getting off.
  - Put my school bag under my seat or in the boot space tidily.
  - Keep all body parts inside of the vehicle, no hands or heads outside the windows.
- **Be Respectful and Considerate:**
  - Say ‘hello’ ‘goodbye’ and ‘thank you’ to the bus driver and be polite to others.
  - Stay seated for the entire bus journey.
  - Be settled and quiet, and not distract the driver.
  - Treat the bus and all other students with respect. I will not push, shove, swear, or shout.
  - Demonstrate our WAI Kids values at all times.
  - Alert an adult if there is an issue, the bus driver during the run or classroom teacher once at school.
- **Follow All Rules:**
  - Wear **footwear** at all times on the bus.
  - Follow the instructions of the bus driver and any bus monitors
  - Keep my hands, feet, and any objects to myself.
  - Not eat or drink anything on the bus.
  - Follow the Wai Kids Values.
  - Take all my belongings with me, wait my turn to get off the bus and help others collect their bags if I need to.

Consequences:

I understand that if I do not follow these rules, the school may take action, including:

- Contacting my parents or caregivers.
- Giving me an allocated seat that I must sit in
- Temporarily suspending me from riding the bus.

My parents/caregivers understand that they will be billed for the cost of any damage I cause to the bus.

Acknowledgment:

By signing below, I and my parent/caregiver confirm that we have read and understand this agreement. We agree to follow all the rules and expectations set out in this document.

Student Name: _____

Student Signature: _____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Date: _____

School Bus Parent/Caregiver Agreement

As a parent or caregiver, I understand that my role is crucial in ensuring the safety and efficiency of the school bus service. By signing this agreement, I acknowledge and agree to the following responsibilities:

Our Responsibilities:

- **Communication:**
    - I am the first point of contact for the school regarding my child's transport inquiries.
    - For **daily changes**, I will notify the bus driver by **7:30 am** for morning changes or the school office by **2:30 pm** for afternoon changes. I understand that changes after these deadlines cannot be made. I will keep changes to a minimum (eg not multiple changes within a day).
    - For **long-term changes**, I will contact the school bus controller, Morgan Bunny, to assess logistics.
    - It is my responsibility to ensure all changes have a clear **start and end date**.
- **Safety and Conduct:**
    - I will ensure my child is at their designated bus stop in a timely manner.
    - I understand that if I am running late the bus cannot wait any longer than 5 minutes as this then impacts all other stops.
    - I will encourage my child to follow all bus safety rules and expectations, including wearing footwear, remaining seated, not eating and using appropriate manners.
    - I understand that I am responsible for ensuring my child gets to school, and if they lose their bus privileges, I must arrange alternative transport.
- **On the Road:**
    - When driving near the bus stop, I will not park in bus bays.
    - I will reduce my speed to **20 km/h** when passing a stationary school bus.

Consequences and Accountability:

- I understand that I will be **billed for any damage** my child causes to the bus.
- If my child's behavior is reported, I will cooperate with the school's follow-up, which may include suspension of bus privileges.
- I acknowledge that if my child's bus privileges are revoked, I will not receive a Conveyance Allowance to cover alternative transport costs.

If the bus is full and the driver needs to seat a student in the front passenger seat, I give permission for my child to sit in the front seat.

☐ Yes ☐ No

Acknowledgment:

I have read and agreed to these terms, and I will ensure my child understands and follows the student agreement as well.

I understand that the bus route and ensuring safe pick up and drop off points are decisions made by the school bus controller in conjunction with the Board of trustees bus sub-committee and bus driver.

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Date: _____