

# Alfredton School

## Board of Trustees Policy

### NAG 5



## **Bus Routes**

### **OBJECTIVE**

The safety and well-being of students is of prime concern to the school. In this respect we must run our bus service in an equitable and safe manner, whilst following all Ministry of Education and NZTA guidelines/legislation

### **PURPOSES**

1. To establish the guidelines for our bus routes
2. To provide a framework under which procedures can be developed
3. To provide a safe bus service for our students

### **RESPONSIBILITIES**

The Board of Trustees will:

1. Ensure the policy is upheld within the school through regular reporting and monitoring

The Principal will:

1. Develop the necessary procedures to fulfill the requirements of this policy

### **PROCEDURES/GUIDELINES**

1. The Board of Trustees will select three members (at all times the Principal and co-opted Board member with the Bus Portfolio, the third member usually the Board of Trustees Chairperson) to develop and review bus routes as required
2. Wherever possible decisions around Route alterations will be made by the select group (see point 1) and preferably a Board member directly affected by any change to be discussed will not be involved in the decision
3. Bus routes must be safe for students
4. Bus routes must meet the Board's overall objective of meeting the needs of the most students, most of the time
5. Where practical Bus routes will operate under these parameters;
  - a. Having the most number of students on a bus for the least amount of time
  - b. No pick up from school will be later than 3.45pm (1 hour after school has finished for the day)
  - c. First on in the morning will be first off in the afternoon - if practical and allowing for Point A & B above to be met

**CONCLUSION**

The safety and welfare of pupils will continue to be of prime importance in any decision relating to buses

This policy was adopted by the Alfredton School Board of Trustees in 2018

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Board of Trustees Chairperson

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Principal

To be Reviewed: 2020