

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

### Procedure: Safe bus transportation

Kangaroo Island Community Education – Parndana Campus Preschool

This policy was developed in accordance with the Department for Education (DfE) School transport Policy. Staff at Parndana Preschool support students and family's transportation by providing four bus routes. In accordance with our KICE bus policy children within 5kms of the school are only accommodated for when seats are available.

## Implementation:

### Staff & Admin will:

- Preschool families will be provided the KICE bus policy document with signed consent to confirm their child/children's interest in a seat on a bus.
- Bus coordinators will contact parents to ensure adequate space on the bus.
- Parents will sign children on the bus in the mornings and off the bus in the afternoons.
- Preschool staff will check children off the bus in the mornings and on the bus in the afternoons.
- Preschool staff to greet the school bus at 8:30am in front of the school and support children off the bus.
- Staff will wait for all students getting dropped off on buses and dropped off by parents before escorting children to the classroom.
- If a preschool child hasn't arrived by bus and we haven't been notified of their absence the family will be contacted to check if they are attending.
- Staff members escort all children to the bus lines by 3:20pm for collection.

### Parents/caregivers will:

- Read, sign and return signed bus policy.
- Obtain permission with HOC or bus coordinators before students can travel on buses.
- Be punctual for pick up/ drop off times.
- Greet bus drivers
- Ensure all preschool children will be signed on & off the bus.
- Notify admin/preschool staff if/when drop off/ pick up plans change.

## Bus drivers will:

- Support students on & off the bus.
- Provide sign in/out sheets for parents/caregivers to sign their children on & off the bus.
- Make sure all children are collected by authorised caregiver/parent.
- Ensure all children have exited the bus before driver exits.
- Make sure all children are dropped off/ picked up from the correct location.

## Endorsed by

KICE Principal: On: 16th March 2022



Peter Philp

KICE Governing Council Chairperson

Scott Ellson Date Reviewed:

**Reviewed November 2025**