

Procedures for Managing Misbehaviour Among School Children Travelling on Buses in the NT

Bus drivers are responsible for the safe carriage of students travelling to and from school on both dedicated school buses and public transport buses. In cases of student misbehaviour, the driver will follow these procedures.

Depending on the nature of the misbehaviour, this may involve simply cautioning the student on the spot, formally recording the misbehaviour as part of the driver's own record, or immediately reporting the incident to the bus operator for follow up, which may lead to a ban on school bus travel.

For most students, complying with the Code of Conduct for School Bus Travel will not require any change in their current behaviour. By continuing to act in accordance with this Code, students will help ensure that all passengers have a comfortable and safe journey. Listed below are examples of behavioural standards expected by students.

Behavioural Standards	
Behaviour	Examples of how to meet the Code of Conduct
Respect other people and property	<p>Treat other people and their possessions with respect.</p> <p>Make a seat available to those who may require it, i.e. student who is injured/ on crutches.</p> <p>Follow the bus driver's directions without argument.</p> <p>Do not interfere with bus property, equipment, shelters or signs by marking, removing or damaging them.</p>
Wait for the bus in an orderly manner	<p>Wait well back from the kerb or roadside until the bus stops and allow other passengers to leave the bus first.</p> <p>Stand quietly without calling out or shouting in an obscene, unruly or aggressive manner.</p> <p>Do not push or shove other people and step onto the bus in a single file.</p>
While on the bus, conduct yourself in an orderly manner	<p>Students must:</p> <ul style="list-style-type: none"> ▪ Show their valid bus pass/ ticket upon request, or purchase a ticket when boarding the bus. ▪ On request by a Bus Driver / Operator, Transit Officer or Police Officer produce Student ID. ▪ Sit properly on a seat if one is available (in allocated seat if directed by the driver). ▪ Wear the seat belt properly adjusted and fastened, if one is available. ▪ If standing, remain in the designated area (i.e. stand behind the front passenger seat), and ensure a good hand hold on the strap, chair or railing. ▪ Speak quietly and do not create unnecessary noise that may distract the driver.

Behavioural Standards

Behaviour	Examples of how to meet the Code of Conduct
	<p>Students must not:</p> <ul style="list-style-type: none"> ▪ Bully, harass or intimidate other vehicle occupants. If incident/s occurs, inform the bus driver as soon as is practical. ▪ Carry dangerous items (such as knives etc). ▪ Unbuckle the seat belt (where fitted) or move around on the bus while it is in motion. ▪ Vandalise bus or other students' property. ▪ Interfere with or damage a seat belt fitted to a school bus. ▪ Interfere with the driving controls, emergency exits or switches. ▪ Place feet on the seats. ▪ Fight, spit or use offensive language. ▪ Throw any article around or from the bus. ▪ Leave rubbish on the bus, or at stops or Interchanges. ▪ Consume food or drink (other than water from a sealable container). ▪ Play audible music (loud music that may distract the bus driver) without permission of the driver. ▪ Smoke (prohibited on all buses). ▪ Put any part of their body outside of the bus. ▪ Stand forward of the front passenger seat.
Use designated stops	It is the responsibility of students to disembark at their correct designated stop. When travelling on rural services advise the driver where to disembark when a designated stop is not available. The driver will stop in a safe location as close to the request as is practical.
When leaving the bus, do so in an orderly manner	<p>Wait until the bus stops before moving to get off.</p> <p>Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to cross.</p> <p>Use crossings or traffic lights if available.</p>
In case of an emergency or a breakdown	<p>Follow the driver's instructions.</p> <p>Leave the bus in a quiet and orderly fashion.</p> <p>Wait in the area indicated by the driver.</p>

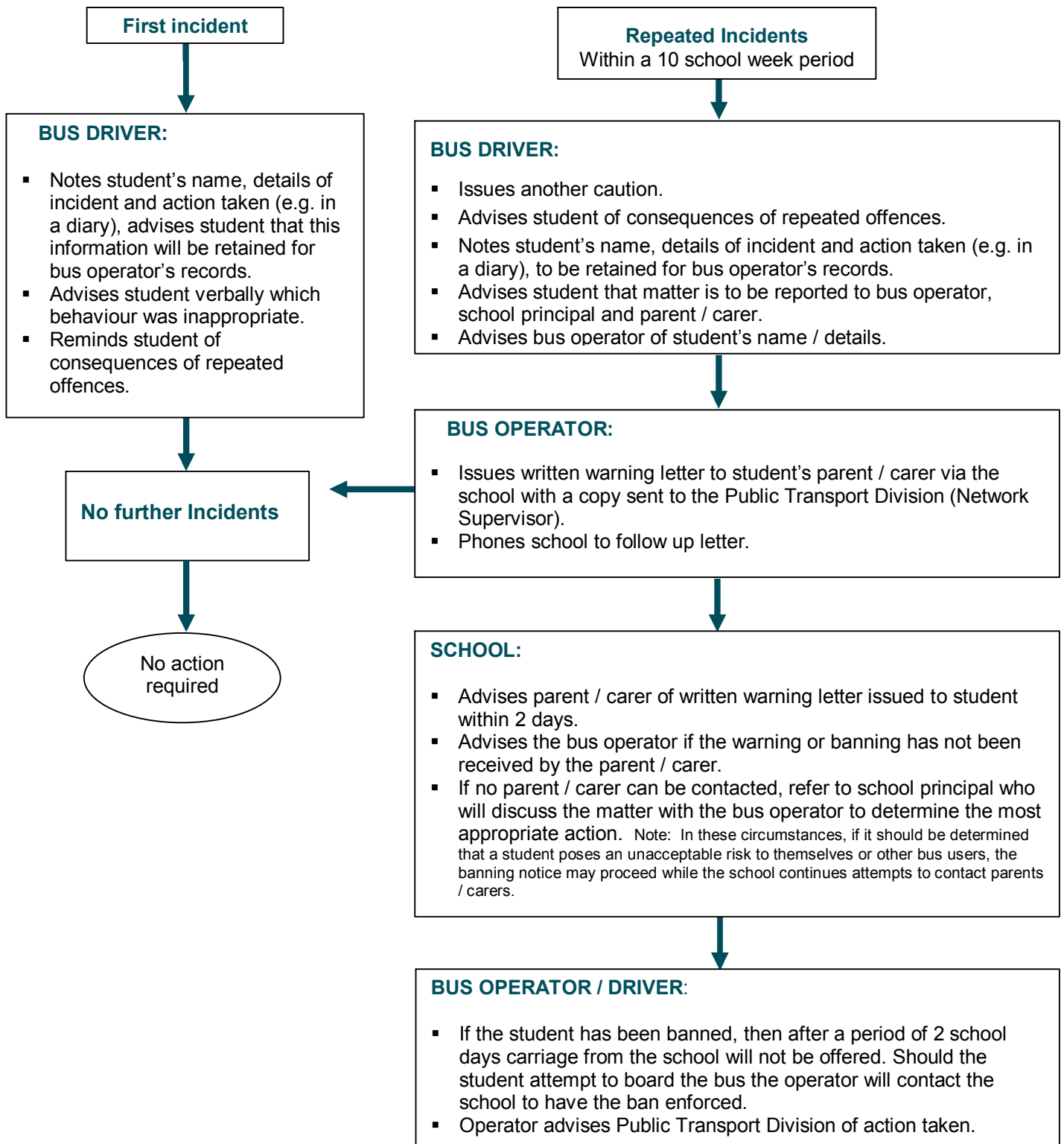
Please Note

This Procedure is to be read in conjunction with the Code of Conduct for School Bus Travel – Guide for Students and Parents.

Category 1 Nuisance and Offensive Behaviour

Examples - This includes behaviour which may be irritating or unpleasant but is not physically dangerous. These behaviours might include, but are not limited to, failing to show a bus pass, not waiting for the bus to stop before moving to get off, eating and drinking on the bus other than water from a sealable bottle without the permission of the driver, or using offensive gestures or language.

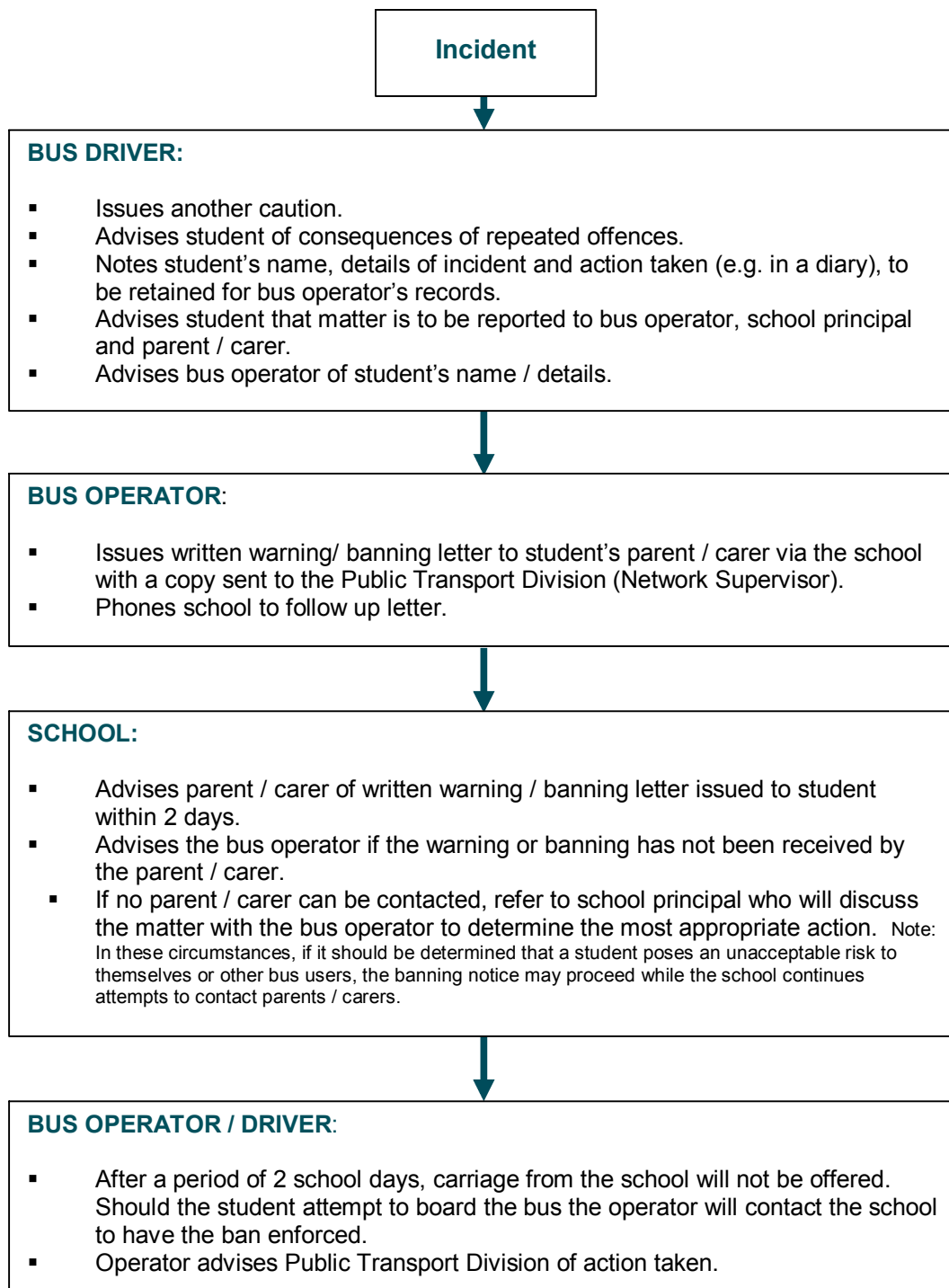
Result - initially a warning will be given. However, repeated offences (i.e. three) may lead to a ban on the student travelling for up to 5 school days.



Category 2 Dangerous Behaviour

Examples - This category includes behaviours where there may be some physical danger to individuals, including, but not limited to: distracting the driver by persistent noise or yelling and shouting; spitting; bullying, harassing and intimidating other passengers; damaging other students property; allowing any part of their body to produce from the bus while it is in motion; not wearing an available seat belt; standing or sitting on the steps or in areas that are not set aside for standing; moving about the bus whilst it is in motion; swinging on handrails; throwing objects inside and outside the bus; stopping other passengers from disembarking; group misbehaviour; refusing to obey reasonable instructions from the driver; or verbally threatening the driver.

Result – may result, with no warnings given, to a ban on the student travelling for up to 10 school days.



Category 3 Very Destructive and Dangerous Behaviour

Examples - This category includes behaviours that are very dangerous to individuals or very destructive such as fighting, marking or damaging bus property (breaking windows, slashing seats and seat belts, etc), or repeated occurrences of dangerous behaviour;

or

are *life threatening* such as physically attacking the driver or other passengers, pushing students out through doors or windows, lighting a fire on the bus, interfering with the safe mechanical operation of the bus, or threatening physical harm with a dangerous weapon.

Result - no warnings given, immediate 10 school day bus travel ban applied while decisions are made by the bus operator about the duration of a longer term ban, or possible civil or Police action.

Incident

BUS DRIVER:

Very Destructive

- Report matter to bus operator.
- Notes student's name, details of incident and action taken (e.g. in diary), to be retained for bus operator's records.
- Advises student that matter is to be reported to bus operator, school principal and parent / carer.

Dangerous Behaviour

- Takes all reasonable measures to ensure safety of passengers. (In an extreme emergency, contact Police and follow Police instructions).
- Report matter to operator.
- Notes student's name, details of incident and action taken (e.g. in diary), to be retained for bus operator's records.
- Advises student that matter is to be reported to bus operator, school principal and parent / carer.

BUS OPERATOR:

Very Destructive

- Issues written banning letter to student's parent / carer via the school with a copy sent to the Public Transport Division (Network Supervisor).
- Phones school to follow up letter.

Dangerous Behaviour

- Immediately advises Transit Officer, Police and principal. Please refer to the Public Transport Division's Transit Security Officer's Standard Operational Procedures (Dealing with Youth section) for further information, or contact the Division on 8924 7845.
- Issues banning letter to student's parent / carer via the school with a copy sent to the Public Transport Division (Network Supervisor).
- In consultation with school and parent / carer determines longer-term period that student will be refused travel.

SCHOOL:

- Immediately advises parent / carer of banning letter issued to student.
- Advises the bus operator if the banning letter has not been received by the parent / carer.
- If no parent / carer can be contacted, refer to school principal who will discuss the matter with the bus operator to determine the most appropriate action. Note: In these circumstances, if it should be determined that a student poses an unacceptable risk to themselves or other bus users, the banning notice may proceed while the school continues attempts to contact parents / carers.