St. Joseph’s School Southern Cross

Bus Procedures

• Class teachers are to complete the bus checklist each morning when completing the class register and send these to the bus duty staff for that day.

• Notes indicating alternative travel arrangements for students will need to be collected by class teachers and stapled to the bus checklist. Any students who do not have notes and who are not travelling as usual will have their parents contacted. This will be organised by the class teacher.

• Kindy students will be walked to the bus lines by the Kindy Education Assistant.

• PP/Yr1 students will be walked to the bus lines by the Pre Primary Education Assistant.

• Students in Kindy/Preprimary will be escorted to their classrooms by their bus buddies. These are organised by K/PP classroom teachers.

• Students line up in correct bus lines and wait for directions.

• The staff member on duty checks that all students are in correct lines.

• Students do not board buses until given direction by the staff member on duty.

• Students who are on bikes or walking should depart prior to the bus students so that the area is clear.