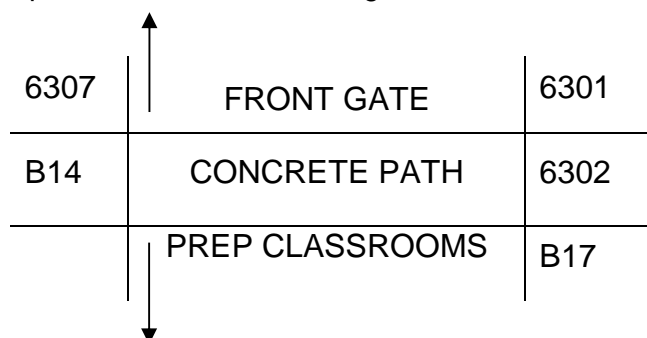


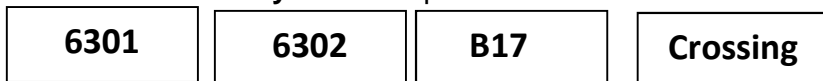


2017 BUS PROCEDURES

- All students are to be dismissed promptly at 3.00pm.
- Teachers on duty should promptly make their way to Bus Duty as soon after 3.00 pm as possible
- All bus children (except for those who catch Bus 62, who assemble at the A-K pick up area) go directly to the designated area near Prep where they will find the five (5) bus numbers and runs clearly marked on either side of the concrete path. These buses are organised as follows:



- The three (3) bus duty teachers will operate from this central spot near Prep and should arrive as promptly after 3.00pm as possible.
- Buses will **usually** be lined up as below. Each bus number will be displayed on the front of the bus.



- Children travelling on 6301, 6302 and B17 need to stand in two (2) lines with their bus passes out, as these runs depart Greenbank State School by 3.10 pm at the latest to ensure students arrive home in a timely manner. **B17 students will walk with teacher escorting 6301 students. If there are no students for B17 please notify bus driver.**
- **Parents who are congregating in the area where students are required to assemble need to be asked politely to move to allow students to sit/stand in 2 lines.**
- Children travelling on 6307, B14 (and B6 waiting with B14) will sit down in two (2) lines until the earlier runs depart
- Teachers on bus duty will determine which two (2) teachers will load 6301, 6302 and B17 and who will supervise the remaining students.
- One (1) teacher will load 6301 and B17 and the other teacher will load 6302
- After 6301, 6302 and B17 runs depart, remaining children (6307, B14 and B6) will be moved to sit in the shaded area next to K Block (double storey Prep building). **Students are expected to be wearing a hat.**
- At this point one (1) teacher (on a rotating basis for the week) may finish their duty with two (2) teachers remaining.
- 6307 will depart school at approximately 3.20 pm. Children must have bus passes ready before boarding the bus.
- The B14 bus departs school around 3.30 – 3.35 pm. Once departed, one of the remaining teachers may finish their duty (rotated over the course of the week). Children must have bus passes ready before boarding the bus.
- B6 departs school around 3.35 – 3.40 pm. Children must have bus passes ready before boarding the bus.

Students are NOT to swap buses (bus run printed on bus passes) without permission. Students who do not have a bus pass and catch a bus to visit friends, etc must have a note and money for fare.

Specific Bus Run procedures

6301

- Regular bus driver will seat students and has specific spots for some students
- Load students from the front of the bus in the event regular driver is not on run

B17

- Walk student/s out with 6301 students
- If no students for this run, notify driver after loading 6301

6302

- Load students from the front of the bus.

6307

- High school students are directed to the back of the bus
- Load students from the front of the bus.
- When there is a seat belted bus: All students must wear a seat belt – high school students included

B6

- Greenbank students must sit at the front of the bus
- All students must wear a seat belt – high school students included

B14

- No specific seating plan
- All students must wear a seat belt – high school and primary school students from other schools included