



Mudgeeraba Special School

Transport Policy



Our Priority: To have all students arrive and depart from school safely
It is imperative that communication between families, transport companies, staff, and administration and respite agencies is clear and effective to achieve this priority.

Please find attached for your reference:

Attachment 1: Qld Transport Parent/ Carer documentation

Attachment 2: Updated phone number contact for Coachtrans Buses

School Processes

School Times

8.25: Bell rings to alert Teacher Aide staff to commence supervision at 8.30 am

8.30 – 9.00: Teacher Aide supervision of students in designated duty areas

9.00: School commences

2.30: Students commence afternoon departure routine

2.35: Students are supervised to the buses or front of school waiting area

2.45: Buses leave

2.45: School finishes

Student Absences:

A phone call to the office and class staff to amend the roll if a student is absent is greatly appreciated. As per Education Policy and as a courtesy the school will contact the home if absences are greater than two days.

Late Arrivals:

If a student arrives after 9.15 am we request that parents/ carers go through the office so that arrivals can be recorded on the appropriate rolls: bus, drop off/ pick up and class rolls. This will assist classes who have begun programs.

Late Departures:

The school requires families to be punctual for parent/ carer departure due to staff accountabilities.

Parent Drop Off/ Pick Up

All parent drop offs occur from 8.30 checking in with the roll monitor on arrival and pick ups should occur at 2.40 pm in the front gated area of the school. Students being picked up will be noted by the staff member attending the roll at the front gate.

Early Parent Pick Ups

Any changes to pick ups should be phoned through to the office before 2.00pm so that the student noted is recorded on the roll by an administrative staff member.

Alternate Pick Ups

If there is a change to usual pick up the parent/ carer should phone the school and speak to the office and class staff to record on the bus and pick up rolls as required. Advice of name and relationship provided of the person picking up the student should be provided. If the student travels on the bus usually then the parent/ carer should also phone the bus staff direct to be recorded in the bus Log Book as this affects Qld Transport services.

Bus Transport

It is the parents/ carers responsibility to deliver their child to the bus and be at home on arrival and meet their child from the bus.

1. Bus driver and carer should ensure that the students are at all times handed over to the parent or carer.
2. If a child lives in a gated community it is their responsibility to meet them at the front gate. (Depending on age and capability this maybe negotiated if all parties are developing travel training programs.)
3. If no one appears to be home the Bus staff will phone the parents/ carer.
4. If no contact can be made the child/ young person will stay on the bus until contact can be made and Barry Christie from Coachtrans or School Administration for further direction.
5. If an adult is not contactable the Bus Service may require Police intervention.

Supervision of our students is a high priority

All students to be transported by bus will be supervised by the class in the bus area by 2.35 pm. The gate will be opened at 2.40 pm for students to move to their appropriate bus.

Taxi Transport

All students to be transported by Taxi should be brought to the front gated area of the school by 2.40pm or as advised by the Taxi service.

Changes to Regular Transport Arrangements

Temporary cancellation of transport pick up from home or school

If a parent/guardian wishes to cancel transport temporarily, i.e. the student is unwell, the family has gone on a holiday, the student is to be dropped at school or picked up from school by a parent/guardian/carer just for that day, then it is the parent/guardian's responsibility to inform the bus/taxi company that transport is not required. If it is greater than a fortnight then the Transport Officer at school needs to be notified as it may need policy review.

Temporary Parent Pick Up

When parents are picking up their child instead of sending them on the bus or Taxi they must: a) Notify the school; and b) Phone the bus service to inform them to be recorded in the School Log Book. When staff is notified about a change of transport they must notify the office so that a note can be put on the bottom of both the bus roll and parent pick up roll. This ensures a three way system of communication: the bus will not be expecting them, the parent pick up roll and bus roll will have notes in regards to the changes and the classroom teacher or aide will follow through with the appropriate transport handover.

<p>“When staff are notified about a change of transport they <u>must</u> notify the office so that a note can be put on the bottom of both the bus roll and parent pick up roll. Bus Drivers record their changes in the Log Book”</p>
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Respite Arrangements

When there are temporary changes to transport because of respite care the following must occur. The parent must inform the school of changes to the student's routine. The respite agency must inform the school of alternate transport required for that student. A T4 is then generated and sent to school transport that then approve them and notify the bus company of the changes. This is a 3 to 4 day process.

Long Term Changes to Transport Arrangements

Changes to transport require the appropriate paperwork which can take up to 10 days to be auctioned.

Process:

1. Distance Check to Transport of new address
2. School completes transport application with parent
3. School forwards documentation to Regional Office
4. Regional Office forwards to Qld Transport for Approval
5. Qld Transport advises Coachtrans company offered preferred transport
6. Letter forwarded to the family of approval through Qld Transport
7. Coachtrans contacts the family of times etc
8. School advised by Qld Transport and details through Coachtrans.

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Coachtrans/ Qld Transport