

# Code of Conduct & Procedures

We are pleased to offer the PCCS bus service for the convenience of our families. Students who travel by PCCS bus must abide by the Code of Conduct below. The Code is for the safety and comfort of all passengers and the driver. If students do not abide by the Code they will be removed from the bus for a length of time, or perhaps permanently.

Please discuss this policy with your children and indicate your agreement in Parent Lounge when you pay the bus fees.

## 1. Policy and Procedures

- Student/s must be at their designated bus stop at least 5 minutes prior to their allocated time.
- All Junior School children must be met at the designated bus stop by a responsible adult or be accompanied by an older sibling
- Parents/carers must email [bus@pacificcoast.nsw.edu.au](mailto:bus@pacificcoast.nsw.edu.au) if there are any changes to pick-up/set-down arrangements.
- The bus driver will not vary the drop-off location without prior written notification from parents.

## 2. Code of Conduct

### Students must:

- Respect all staff and students, listening to and following the driver's instructions.
- Obey the bus driver without argument if s/he assigns them a specific seat.
- Always keep the aisle clear.
- Stay in their seats.
- Keep their seat belt on while the bus is in motion.
- Use appropriate language, reflecting Pacific Coast Christian School ethos.
- Keep their area tidy, ensuring no litter or personal items are left behind.

### Students must not:

- Get on the bus before the driver.
- Eat or drink on the bus – including chewing gum. The only exception is plain water.
- Play audible music or games that distract the driver or other passengers.
- Yell, wrestle, or throw items.
- Open windows, doors, or safety hatches.
- Engage in any form of graffiti or vandalism.

## 3. Breaches of the Code

- The bus driver or other passengers may bring a report of poor behaviour to their Head of School
- Where a breach of the code is confirmed, the Principal reserves the right to exclude any student for a period of time and to seek payment for any damage incurred by students.
- Multiple or severe breaches of the code will result in permanent exclusion from the bus.