

BUS PROCEDURES – BUS VARIATION LINE – 49 975222

Option 1 – Absences/Bus change

The procedure for keeping accurate bus rolls is designed to eliminate any possible confusion about where students are. It enables us to accurately and quickly mark all rolls so that **the buses can depart on time**. The following process must be followed by all parents:

Upon enrolment, you will be required to organise bus transport. This involves forms that go to Queensland Transport and registering your child with the Admin Assistant for inclusion on the rolls. Ticking the bus travel option on the enrolment form is not sufficient.

- In the morning the roll will be marked by the bus driver or bus captain. The roll then goes to the office.
- **If you collect your child/children during the day, or after school you must sign the roll to say they have gone home with you. This must be done before 2:30 Monday to Thursday and 2pm on Friday due to Friday afternoon sports. Not when the students are in the bus line.**
- Parent letter/phone calls requesting a change of arrangements (eg, students getting off at a different stop) **contact the main office.**
- **If you do not wish your child/children to travel on the bus in the afternoon you must sign them off the roll and pick them up from the office, this includes the Prep children who are escorted to the office and you must collect them from the bus line and NOT the classroom.** So that rolls can be marked accurately, please ensure your child is signed off at the office and not with the teacher who is in the process of marking rolls. **They will need to be signed off BEFORE 3pm.**
- Students **going home with a different person**, will be put in the folder and signed by the person taking the request. The driver will be informed of these arrangements if it involves a child/ren getting off at different stops.
- In the afternoon the roll is marked by the teacher on duty.
- The folder with the roll for the next day goes on the bus with a student to be given to the driver.
- If you bring your child/ren to school in the morning, they will be marked absent on the roll. Please notify the office on **49975222** if they are to go on the bus in the afternoon so there is no confusion when the roll is marked.
- If other students are to travel on the bus with your children, the bus driver and the school **must** be advised in advance.
- We cannot act on the word of students that they have a change of arrangement for bus travel. Parents **must** notify the office by phone, fax, letter or in person.

