

# Huapai District School

## Walking School Bus (WSB) Operation Guidelines for Parent and Child



### What children need to know:

THERE ARE SIX SIMPLE RULES TO KEEP CHILDREN SAFE AND HAPPY ON THIS BUS. PLEASE TAKE THE TIME TO GO THROUGH THESE RULES WITH YOUR CHILD BEFORE THEY WALK ON THE BUS.

- Listen to the WSB driver
- Stop, look and listen when crossing the road
- Walk behind the driver but keep with the group
- Students on wheels stay behind student helper.
- Stay on the house side of the footpath
- Share the footpath with others

### What parents need to know:

#### How the bus operates

- The bus will operate in the morning from the Huapai Domain on Mondays, Tuesdays, Thursdays and Fridays. Afternoon bus will not operate until further notice.

*(Walking Wednesdays will continue and WSB students are welcome to join in. This will be led by staff members, Joseph Du Plooy and Louise Moss.)*

- A child may only join the bus if the walking bus co-ordinator has received a signed consent form from his or her parent or guardian.
- Participating children will be issued with a name tag and a walking bus ticket. These will enable the children to be readily identified as walking bus members. This tag must be attached to the outside of the child's school bag.
- The bus will run with two adults, a driver and conductor. The adults will be assisted by student helpers who are members of the Travel wise team at school. The adult helpers will walk at the front and rear of the bus. Children must walk in between the driver and conductor.
- **Students on wheels** will be accompanied by a student helper(s). Students on wheels will stay behind the student helper. They will wait at the Nobilo's driveway entrance until they get permission from the adults to continue. Students on wheels will wait at the pedestrian crossing until the rest of the students arrive with the adults. The walking school bus will then cross the pedestrian crossing together.
- Drivers, conductors and student helpers are provided with fluorescent vests that clearly identify them as walking bus helpers. These vests must be worn at all times while helping on the bus.
- The walking school bus will run rain or shine.

## Catching / missing / leaving the bus

- Parents/guardians are responsible for their children's safety to the designated bus stops.
- Child supervision is the responsibility of the parents until the bus arrives at the Domain.
- Walking bus participants will not be permitted to walk independently in the vicinity of the bus and will instead be required to join the bus for their journey to school.
- Should a child wish to withdraw from the walking bus, the walking bus co-ordinator must receive written consent from the child's parent or guardian. At that point, the child's name tag and walking bus ticket will be returned and the child's name removed from the walking bus register.
- Any children who leave the bus will always be welcome to re-join. A new consent form will be required from the parent or guardian.

## Safety first

- Ensure your child understands and follows the behaviour guidelines.
- Ensure your child is dressed suitably for the weather:
  - sunhat in summer.
  - warm clothes in winter.
  - a raincoat or umbrella if it is wet.

If a child is injured while walking on the bus, the bus will stop and the driver and conductor will assess the child's condition and their ability to continue with the bus. Emergency services should be called if injury is thought to be serious. Should the child be unable to walk, an adult will remain with the child and the child's parent and the school will be contacted for further advice.

## Behaviour

- Children must be well behaved on the bus and children are expected to obey the driver and conductor.
- All walking bus participants must adhere to the six behaviour rules while using the bus:
  - Listen to the WSB driver and conductor.
  - Stop, look and listen when crossing the road.
  - Walk behind the driver but keep with the group.
  - Students on wheels stay behind student helper.
  - Stay on the footpath.
  - Share the footpath with others.
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- The following protocols apply to dealing with misbehaving child(ren) on the bus:
  - The driver and conductor will speak to the child and request that the child behaves.
  - If the inappropriate behaviour continues, the incident will be reported to the WSB co-ordinator at school - Joseph du Plooy / Louise Moss.
  - The school will record the incident and advise the child's parent.
  - If a child repeatedly causes trouble and/or is a risk to their own or others' safety, the child will be asked not to use the bus for stated period.
  - After that the child will be invited to re-join the bus.

### **What Walking School Bus Volunteers need to know**

We welcome parents to walk with the bus at any time. We especially welcome parents who are able to take a rostered place as “driver” or “conductor” of the bus.

Drivers and conductors must arrange for a trained stand-in from the existing roster if they are unable to attend their normal ‘shift’.

Drivers and conductors are responsible for ensuring the children stay together, cross safely, and stick to the designated route.

If you see a hazard along the route (cracked footpath, overhanging branches, threatening dog....) contact the WSB co-ordinator who will bring this under the attention of Auckland Transport.

Problem/emergency/hazards	Report to	Telephone	Email
<b>All issues regarding the WSB.</b>	Huapai District School	09 412 5042	joseph@huapaidistrict.school.nz louise@huapaidistrict.school.nz
<b>Road Safety</b> <ul style="list-style-type: none"> <li>Overhanging branches on pavements, bad crossings, dangerous dogs, etc</li> </ul>	Auckland Transport	355 3553	<a href="http://www.aucklandtransport.govt.nz/">http://www.aucklandtransport.govt.nz/</a> -Click on <b>Report It</b> and complete the form.  -If the matter is urgent state this.
<b>People</b> <ul style="list-style-type: none"> <li>Dangerous drivers, driving offences call the Police.</li> <li>Threatening people etc.</li> </ul>	Police - Kumeu  Also advise Auckland Transport's Community  Transport Coordinator - North Carol Murray	09-412 7756  447 4121	<a href="mailto:carol.murray@aucklandtransport.govt.nz">carol.murray@aucklandtransport.govt.nz</a>
<b>Medical Emergencies</b>	Dial 111 for Emergencies		
<b>Fires</b>	Dial 111 for Emergencies		
<b>Other</b> If you identify any new risks to the health & safety of yourself or the children on the Walking School Bus route.	Auckland Transport Community Transport Coordinator - North  Also advise Kelly Strong Auckland Transport Community Transport Coordinator (North-West)	355 3553  447 4131	<a href="http://www.aucklandtransport.govt.nz/">http://www.aucklandtransport.govt.nz/</a> -Click on <b>Report It</b> and complete the form.  -If the matter is urgent state this.  <a href="mailto:Kelly.strong@aucklandtransport.govt.nz">Kelly.strong@aucklandtransport.govt.nz</a>