



BUS TRANSPORT LOGISTICS AND PROCEDURE

- All Students and families who ride the bus need to have completed a client form that has been pre-approved by the Program Coordinator prior to their first ride on the bus.
- Client forms for new students to ride the bus will be kept on the clipboard / folder that will be with the LIVEfree PROJECT Welfare Support worker.
- Approval for new students travelling on the bus cannot be made on the day – the process of a student being added to our documentation will take a few days. Parents/carers may fill out a new client form, however they must not put their child on the bus until the program coordinator has phoned them to explain their responsibility and their commitment to the program and notified them with approval for their child to start travelling on the bus.
- Students need to be ready at 8.10am. When we go the house, if a student is not ready the parent/carer has until the bus leaves the street to get their student ready to ride on the bus.
- There will only be one run per street – this will be predetermined by the number of students to pick up, not the lateness of students.
- There is seat allocation for 9 students, 1 welfare support worker, 1 volunteer and 1 driver. The Support Worker is to sit in the front with the driver and the volunteer in the back with the students.
- Please ensure everyone is wearing the seatbelts provided before the bus drives.
- No bullying, violence or disrespectful behaviour will be tolerated on the bus.
- Regarding any incidences, please provide all details on our WHS incident form at the time of the incident or as soon as safe to do so and give this to the Program Coordinator.
- If there are any modifications/ issues that need to be made to bus schedules, please discuss required changes with the Program Coordinator.
- Students will be taken to “School drop off zone” in Henry street, Welfare Support Workers are to watch and ensure that all students enter the school gate before continuing the bus run.
- Students will disembark the bus and walk into the school gate, where a teacher’s aid will take them to the S.T.E.A.M room for breakfast. Breakfast is located to the right at the bottom of the stairs, along the undercover area and up the stairs at the end of this area.
- LIVEfree volunteers / Welfare Support Workers in carrying out their role will serve with professionalism, respect, kindness, and courteous behaviour towards representatives from MISSION to SEAFARERS and MEREWETHER PUBLIC SCHOOL, parents, students and community members.
- LIVEfree volunteers / Welfare Support Workers will observe LIVEfree PROJECT policies and procedures and uphold the Duty of Care, Code of Conduct and Working with Vulnerable Persons Policies.