



Information for Parents, Carers of Children who Travel on the Korowal School Bus

Please note that every care is taken to provide a safe and reliable journey for your child; not every contingency can be covered in this management plan.

If the bus is running later than you consider reasonable, you may wish to check the Live Traffic Update on the RMS website.

Parents of children travelling from Springwood may also wish to check the City Rail website for delays to the train service.

The Korowal school bus will wait at Springwood for the train if it is delayed in the morning, unless the driver is notified otherwise by the school office.

Risk Management Plan

Supervision of Students Travelling To and From School Using the Korowal School Bus	
School Principal	Barb Fitzgerald
Name of travel supervision co-ordinator	Nancy Oosterhoff
Description of travel	Korowal school bus
Location of travel	Katoomba railway station (GWH side) to Korowal School at Hazelbrook in the morning and return trip in afternoon. Springwood railway station (GWH side) to Korowal School at Hazelbrook in the morning.
Dates	School days (except staff development days)
Group	Primary school students who use public transport to travel to and from school, with pre-arranged exceptions for HS students.
Contact numbers	4758 7466 (School Office) 0412 824 709 (Nancy's mobile) For safety reasons, please do not contact the driver on his mobile. Contact the office or Nancy.
Driver	Person with LR licence who has been approved by the school executive to drive children on the Korowal bus.
Equipment	First aid kit, mobile phone, with contact numbers for school, Nancy, police.
Training	First aid qualifications, LR licence, working with children check, clear description of job requirements and understanding of elimination/control measures for associated risks.
Condition of bus	Continue to have school bus regularly maintained

Travel to School

Risk Management Plan					
Supervision of Students Travelling To School Using Korowal School Bus					
Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Missing the bus	Arriving at bus stop after bus has left	4	Parents, carers need to have discussed with their children a back up plan for this eventuality (e.g.phone number to call, return home).	Parents, carers	Before child begins using bus service and on a regular basis thereafter.
General safety	Accident at bus stop or on bus	3	Students to be informed that use of iPods (or similar), electronic games, bikes, scooters, skateboards, playing with balls etc are not permitted whilst waiting for the bus or inside the bus. Balls must be kept inside bags, scooters and skateboards must be kept in a cover, bikes are not allowed on the bus.	Parents, carers and teachers	As above
General safety	accident	3	Students to be informed that they must keep all body parts inside the school bus, keep their seat belts fastened and not lean across the aisle to talk to friends.	Parents, carers and teachers	As above
Being trapped in bus	accident	3	Show students where the emergency exit is.	Bus driver	As above
Waiting at bus stop	falling over – graze, break, cut	3	If injury occurs at a bus stop the child should be cared for by the parent/carer. If s/he was left unattended, driver will assist in appropriate manner.	Parents, carers Driver	Immediately
Getting on bus	falling whilst boarding bus	3	Assist student onto bus and administer first aid. Phone school or Nancy if further assistance is required.	Driver	As soon as possible

Travelling on bus	inappropriate interactions with other students from Korowal	4	<p>The safety and well being of the whole group is to be considered at all times by all parties.</p> <p>Parents, carers and teachers to inform students of behaviour expected to support safe travel whilst travelling to and from school.</p> <p>Students who shout, put anything out of windows, take off their seat belts, cause damage to the bus or generally do not behave in a manner that provides safety for all passengers will be reported to Deputy Principal or PS Co-ordinator in the first instance. If the driver deems that safety is being compromised, the bus will pull to the side of the road until the children are settled.</p> <p>Students to be informed by driver when their behaviour is inappropriate or unacceptable.</p> <p>DP or PS Co-ordinator will monitor behaviour and inform parents when unacceptable behaviour is repeated.</p> <p>Repeat offenders will not be permitted to travel with the school group.</p>	<p>Parents, carers</p> <p>Class teachers</p> <p>Driver</p> <p>Member of Exec</p>	<p>Parents, carers to talk to children prior to using school bus.</p> <p>Driver to respond to unacceptable or inappropriate behaviour immediately.</p> <p>Member of Exec to talk to student/s as soon as possible and follow up with parents when necessary.</p>
Travelling on bus	being involved in traffic accident	3	<p>For minor accident, inform school. For serious accident, phone emergency service.</p> <p>If possible, reassure students.</p>	<p>Driver</p> <p>Trained personnel</p>	As soon as possible
Getting off bus	falling whilst leaving bus	4	<p>Assist student to school office where first aid can be administered or call Nancy for help.</p>	Driver	As soon as possible

Travel From School

Risk Management Plan					
Supervision of Students Travelling From School Using School Bus					
Activity	Hazard Identification Type/Cause	Risk Assessment	Elimination or Control Measures	Who	When
Waiting for bus	Playing in an unruly manner and failing to follow instructions from teacher	3	Those children deemed unresponsive to requests to settle down will not be allowed to get on the bus. Parents/carers will be contacted and expected to make alternative arrangements. Children will be supervised at School until arrival of parents/carers .	Teacher on duty	
Getting on bus	missing bus	3	Teacher on duty to send child to Office so that parents/carers can be informed.	Teacher	ASAP
	falling over graze, break, cut	3	Administer first aid.	Teacher	ASAP
Travelling on bus	Inappropriate behaviour			Driver	When required
Travel on school bus as per risk management for travel to school					
Getting off bus	falling over graze, break, cut	3	parents/carers to deal.	parents/carers	ASAP
	missing stop	3	Keep child on bus until Katoomba. Contact parent to make alternative arrangement. If contact not possible, inform Office and return child to school.	Driver	At bus stop where child was expected to get off bus.