

WALKING SCHOOL BUS GUIDELINES FOR PARENT AND CHILD

- *Please tailor the following operation guidelines to the needs of your WSB route.*
- *To ensure everyone has the same information distribute these guidelines to all new WSB volunteers*
- *Keep this document updated when things change.*
- *Please ensure that safety is always paramount.*



What children need to know:

THERE ARE FIVE 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
 - Stay on the house side of the footpath
 - Share the footpath with others

What parents need to know:

How the bus operates

- 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.
- Drivers and conductors 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.

Catching / missing / leaving the bus

- Parents/guardians are responsible for their children's safety to and from the designated bus stops.

- It is preferred that children are supervised at bus stops until the bus arrives, and are met by a parent at the bus stop on the return journey. Those arriving by car need to be especially careful, you need to get out of your car to drop off or pick up children.
- If a child misses the bus at their stop in the morning and a parent is not supervising them, they may walk quickly up and join the bus provided that it is still visible and they do not have to cross a road. Otherwise the child(ren) must return home immediately.
- If a parent or guardian fails to meet their child(ren) as arranged at the bus stop on the homeward journey, then the child(ren) will continue on the bus to the end of the route. The driver will then try to contact the child(ren)'s parent. If the parent cannot be contacted, the child will be taken back to school. Under no circumstances will the child be left unattended unless the parent/guardian has given prior permission for the child(ren) to walk home from their designated bus stop.
- If a child misses the bus in the afternoon, they must go to the school office and inform a member of the school staff.
- 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 or from 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.
- If a walking bus participant is having a friend to play, the friend should provide a note from either their parent or teacher that gives the child permission to walk on the bus.

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
- Balls, books, skates and toys must be inside a bag (a plastic bag is fine) and not used while on the bus

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 five behaviour guidelines while using the bus;
 - Listen to the WSB driver
 - Stop, look and listen when crossing the road
 - Walk behind the driver but keep with the group
 - Stay on the house side of the footpath
 - Share the footpath with others

- The following protocols apply to dealing with misbehaving child(ren) on the bus:
 - The **WSB Pledge** has been specifically designed by parents to deal with misbehaving children. Both child and parent sign the pledge. Feedback shows that when drivers remind children about the pledge they signed this can lead to a positive result.
 - If the pledge does not work 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 school's principal or deputy principal.
 - 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 Auckland Transport (go to <http://www.aucklandtransport.govt.nz/>, click on Report It and submit form). Let them know that this is a Walking School Bus and Safety issue.

Problem/emergency/hazards	Report to	Telephone	Website / Email
Road Safety <ul style="list-style-type: none"> Overhanging branches on pavements, bad crossings, dangerous dogs, etc 	Auckland Transport	355 3553	http://www.aucklandtransport.govt.nz/ -Click on Report It and complete the form. -Advise that it is a WSB route. -If the matter is urgent please, state this.
People <ul style="list-style-type: none"> Dangerous drivers, driving offences call the Police. Threatening people etc. 	Police – North Shore Police – North Shore Also advise Auckland Transport’s Community Transport Coordinator - North Carol Murray	488 9750 488 9750 447 4121	carol.murray@aucklandtransport.govt.nz
Medical Emergencies	Dial 111 for Emergencies		
Fires	Dial 111 for Emergencies		
Other 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 Carol Murray or Kelly Strong	355 3553 447 4121 447 4131	http://www.aucklandtransport.govt.nz/ -Click on Report It and complete the form. -Advise that it is a WSB route. -If the matter is urgent please, state this. carol.murray@aucklandtransport.govt.nz Kelly.strong@aucklandtransport.govt.nz

