

Code of Conduct - Information for Bus Drivers

Policy Number: PP025

Policy Number	PP025
Version	2.1
Policy Name	Code of Conduct – Information for Bus Drivers
Registered Entity	Mid North Coast Community College Ltd
Compliance Standards	
Date Created	
Approved By & Date	CEO aprvd 26/9/24
Date Revised	15/12/21, 17/01/2023, 25/9/24
Next Revision Date	01/11/26
Related Policies	PP008, PP009
Related Documents	

This Policy applies to Mid North Coast Community College (MNCCC) and its trading arms.

1. Policy Statement:

MNCCC is committed to meeting the expectation of the community, that all services will be conducted with efficiency, impartiality and integrity and that all employees, Board Members and volunteers will perform their duties at a high standard. Any conflict of interest between private activities and the College's will be resolved in favour of the College and the community it serves.

As no document can cover all possible situations, staff, Board members and volunteers are requested to consider the "spirit" or "intent" of the Codes as well as the explicit provisions when applying it to particular circumstances.

2. Procedure

As a bus driver your focus is on driving the bus in a safe manner and ensuring the safety and security of passengers.

The Code of Conduct for School Students Travelling on Buses, which aims to ensure safe and responsible school bus travel for all passengers, including drivers, will assist you in managing student misconduct.

The Code clarifies expected standards of student behaviour and outlines the processes to follow in managing the day-to-day behaviour of students travelling on your bus.

Important driver responsibilities under the Code are noted below:

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Bus drivers' role

- To drive the bus safely.
- To follow the Code for managing bus misconduct.

Bus drivers' rights

- To be safe.
- To be respected and treated with courtesy.
- To be trained in the Code and behaviour management strategies.
- To receive help and support from the bus operator in dealing with issues of student misconduct.

Bus drivers' responsibilities

- To drive safely.
- To undertake training.
- To utilise behaviour management strategies appropriately in handling bus behaviour.
- To follow the Code's procedures and the bus operator's directions, policies and procedures.
- To communicate in a clear, appropriate and respectful manner.
- To promptly record and inform the bus operator of student behaviour incidents and the action which has been taken.
- To treat students fairly and with respect
- To only pick up & drop off students at approved sites

Bus drivers' expected behaviours

- To respect passengers and their property.
- To drive professionally and safely at all times.
- To behave and communicate professionally and courteously at all times.
- To be fair and consistent in dealing with passengers.
- To follow the Code's procedures and the operator's bus rules promptly, consistently and impartially.

Important things for bus drivers to remember in managing student misconduct:

- Maintain ongoing communication with your bus operator in relation to behaviour issues so that the operator can direct you on the course of action you are to follow in addressing issues of misconduct.
- Take action in relation to student misconduct as close to the time of the incident as possible. This can often
- help to effectively address instances of misconduct and assist in resolving the issue.
- In response to student misconduct, take immediate action according to the seriousness of the situation - as outlined in the Driver Procedures table on the following page.
- The final determination of the category of specific bus misconduct is made by the bus operator.

Information a driver needs to include in any Incident Report of bus misconduct:

It is important you provide a clear, accurate written report to the operator when reporting incidents of misconduct. These reports should accurately describe the incident in an objective way (See Incident Report Guidelines).

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The report should include:

- a clear description of the incident, including details of who, what, when, where, how
- if there were any witnesses
- any witness statements
- if any harm or damage occurred
- if there is CCTV footage of the incident • actions taken by the driver
- if the Police, Emergency Services, etc were contacted.

Refer Appendix A

I, have read, understood and agree to abide by the MNCCC's Code of Conduct – Information for Bus Drivers Policy.

Signature:

Date:

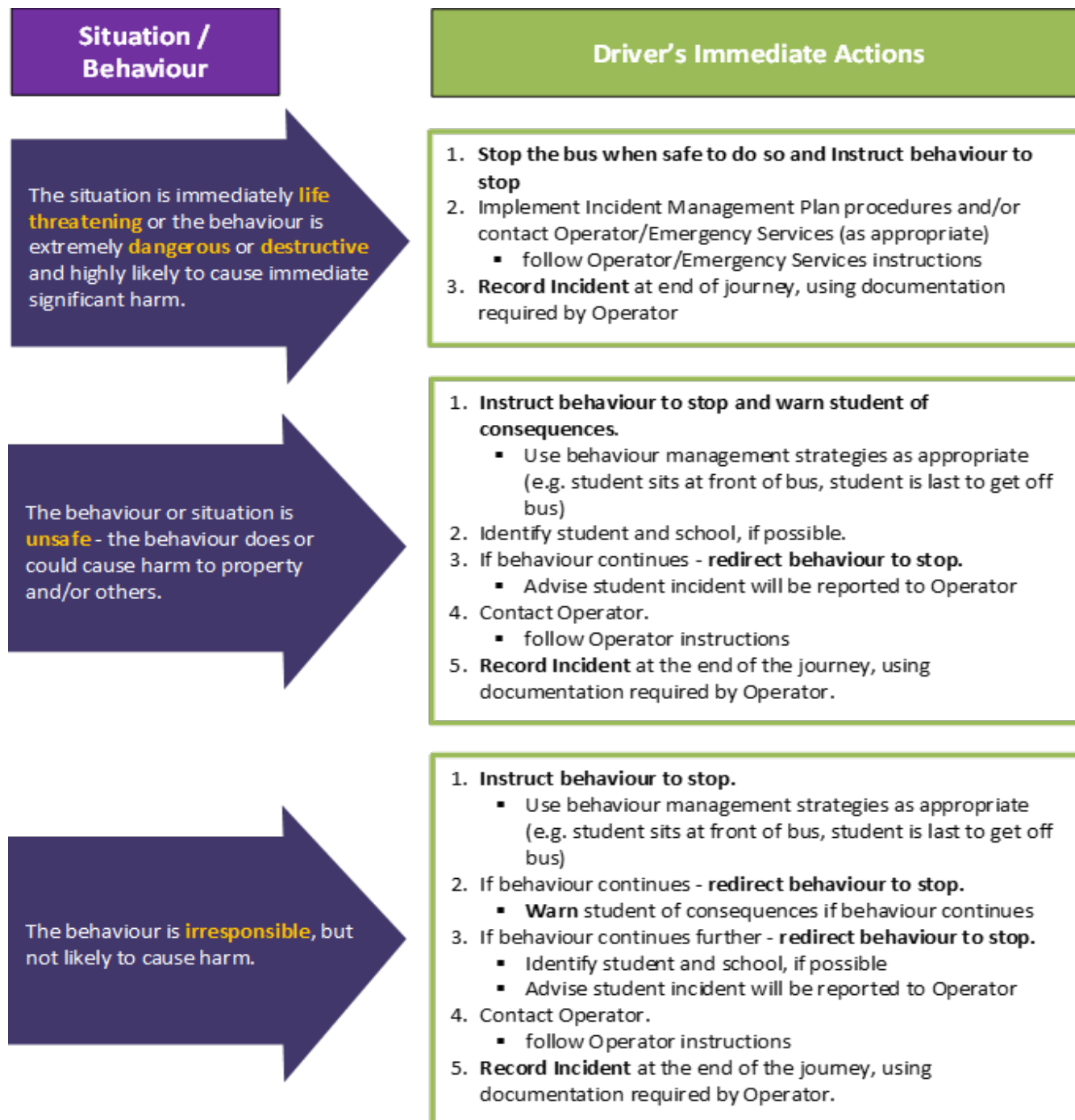
3. Version History

Version	Prepared By	Date prepared	Approved By	Approval Date	Reason
1.0			CEO		creation
2.0			CEO	15/12/21	Reviewed, no change
2.0			CEO	17/1/23	Reviewed, minor amendment
2.1	A Weber	25/9/24	CEO	26/9/24	Format update,

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APPENDIX A

Driver Procedures when Responding to Incidents of Misconduct



Extract from Translink – code-of-conduct-driver-factsheet

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