

**Alexandra Secondary College**  
**SCHOOL BUS POLICY FOR 2013**

**A. BOOKING PROCEDURE**

1. Enter details on Bus Calendar in the Assistant Principal Office.  
Please note that first in does not automatically ensure that the bus will be available on that day.

**B. BEFORE EXCURSION**

1. Complete BUS CHECK PROFORMA (Folder kept in bus).

**C. AT END OF EXCURSION**

1. Refuel with DIESEL at Simpson's.
2. SWEEP OUT and MOP FLOOR (cleaning materials in boot of bus).
3. Ensure that bus is secured- windows and doors locked.
4. Complete BUS CHECK PROFORMA including FUEL INVOICE.
5. Hand in BUS CHECK PROFORMA and FUEL INVOICE to Business Manager.

**NOTES:**

1. It is a condition of use that the following procedures are strictly adhered to. Should time or circumstances prevent completion of the above procedure, drivers should make every effort to do so by the beginning of the next school day.

2. Drivers are reminded that they must obey all road laws. In particular, drivers can be heavily penalised for speeding, overloading etc in a school bus. I cannot stress enough the enormous responsibilities teachers assume when driving a bus load of students.

3. Drivers **MUST** carry their licence AND Drivers Certificate at all times.

4. Drivers must carry a log book if trip is outside 100km radius. (See map)

**EXCURSION COSTS (per student)**

Please note that any shortfall will be debited against the Program Budget, It is important therefore, and that all students who attend must pay. It is the responsibility of the organising teacher to follow up students who have not paid. The total cost of the excursion will be based on recorded distance in the log book, not the estimated time distance.

**LOCAL TRIPS**

One off local trips of less than 5 km are free of charge. However the cost of a program which has repeated local trips should include the cost of using a bus. This cost should be calculated by totalling the distance that the bus will travel during the complete program.

Total Distance (round trip)	\$	Total Distance (round trip)	\$
Local- 5km radius	0	301-375km	28
Up to 75km	8	376-450km	31
76-150km	13	451-600km	34
151-225km	19	600-800km	44
226-300km	24	800+	NEGOTIABLE

• **Longer trips to be costed separately**

Description of Excursion: \_\_\_\_\_ No'of Students \_\_\_\_\_

Name of Driver: \_\_\_\_\_ Date of Excursion: \_\_\_\_\_ Rego' No' \_\_\_\_\_

Speedometer: START \_\_\_\_\_ KM's, FINISH \_\_\_\_\_ KM's TOTAL \_\_\_\_\_ KM's