

BUS ENROLMENT FORM - METHVEN AREA BUS GROUP

Please return form to school office as soon as possible

Start Date: _____

STUDENT DETAILS

Name: _____ School: MHC / MPS / OLS / LS Year: _____

Name: _____ School: MHC / MPS / OLS / LS Year: _____

Name: _____ School: MHC / MPS / OLS / LS Year: _____

CONTACT DETAILS

Address: *(include rapid number and RD address as applicable)*

Parents/Caregivers: _____ Home Ph: _____

Name: _____ Mobile: _____ Work: _____

Name: _____ Mobile: _____ Work: _____

Email: _____

UNATTENDED DROPS

As per MOE "Best Practice" students Year 10 and under will NOT be dropped at an unattended drop off point (including gateways) without prior consent from a parent/caregiver. Please make a selection from the following:

I give permission for my student/s to be let off at our designated stop even if there is not an adult present

I understand that if no adult is at the designated stop my student/s will be returned to their school (your driver will phone ahead and advise Methven Travel who will then contact the school concerned).

Parent / Caregiver Signature: _____

METHVEN AREA BUS GROUP

Mobile: 027 243 0464

Email: busadmin@mthutt.school.nz

Facebook: www.facebook.com/methvenareabusgroup

SCHOOL OFFICE USE

Form Sent: _____

Confirmation: _____

Bus Run: _____

STAR Bus Behaviours

We encourage STAR behaviour on our school buses. Please take the time to talk through this STAR chart, to ensure your child knows what is expected of them on the bus.

When you are on the **BUS** remember to
be a '**STAR**'

Stay seated at all times

Talk sensibly & use your manners

Always listen to the driver and monitors

Role model safe behaviour in and around the bus



If there are issues on the bus:

- Bus monitors will encourage students to follow the STAR Bus Behaviours
- If inappropriate behaviours continue, the students name will be recorded in the bus book
- Rosie Robinson DP, will check the bus book and follow up on inappropriate behaviours, where necessary
- A letter, written by the student, will be sent home if necessary. Parents to sign and return to school please
- If inappropriate behaviours continue parents will be contacted, and the student may be removed from the bus for a period of time

Bus Controller Information

The administration of buses is not done by MPS, but by the Methven Area Bus Group Controller. Any questions regarding bus arrangements must be made through 027 243 0464.

The Group use a facebook to communicate with parents/caregivers regarding bus delays so we recommend you connect with their page: <https://www.facebook.com/methvenareabusgroup/>.

Bus Travel – Safety

It is important that you stay with your child/ren until the bus picks them up in the morning and be prepared to meet them when they arrive home each day. Please be on the side of the road that they alight. Teach your child bus safety rules. Bus Monitors are appointed to assist our bus children.

After school, bus children assemble in the hall in their bus lines, and the roll is checked by the Bus Monitors. Senior pupils help the little ones to the bus depot and see them safely onto the buses. Two duty teachers oversee this responsibility.

Children are given high-vis vests in the afternoon to wear until they reach their home. In the morning children are to wear their high-vis vest from their home until they reach the bus yard.

Bus Absences

The school office needs to be informed of any temporary changes to the afternoon school bus run including one-off absences. Parents/caregivers can ring the school office on 302 8500 to advise of these changes or use the bus book in the school office up until 3pm each day. Piwakawaka & Opuke students are also able to sign themselves out on this book.

If your child is off the bus on set days, each week, please fill in the below form and return to the school office, stating what activity they are attending. If an activity is cancelled, please let us know whether your child is to go on the bus or not. We will send this notice out at the beginning of each term, so please do not add activities for other terms.

There is no set procedure for bus absences in the morning, if your child is not at their bus stop, the bus continues on.

Procedure for cancelled buses or early departure

Our school will use Hero to communicate with you. Please ensure that your mobile and email address is up to date at all times. Please contact our office to update your contact details.

During the day

- A decision to cancel bus runs will be made by Methven Travel after consultation with local schools. You will be notified of the cancellation by Hero and your child will be kept at school until they can be collected.
- If a decision is made to run buses early (i.e. snow) you will be notified by Hero, followed by a phone call from a representative of the Bus Group with an approximate drop off time. If you can not be reached, your child will be kept at school until they can be collected. Children will remain inside until their bus is ready to go. Buses will have a staggered departure.
- Please make sure you have your phone with you if cancellation or closure could be likely.

Before start of day

- You will be notified of the closure by Hero.
- The closure will also be posted on the Methven Area Bus Group facebook page and the Mt Hutt Cancellation line – phone 302 8904.
- The situation may arise that the school is open, but the buses are not operating. In this case parents will need to make their own transport arrangements.

Student Bus Information - Term _____ 2020

Student Name: _____

Bus Route: _____

Days	On or Off
Monday	On / Off
Tuesday	On / Off
Wednesday	On / Off
Thursday	On / Off
Friday	On / Off