

# Bus Pick Up Procedure



## 1 Be Prepared

Arrive at the designated waiting area 5 minutes before bell time.

### You should have:

- pick up list
- school map
- mobile phone
- bus hotline number
- Inspire high visibility vest
- medical 'bum bag' (where required) containing asthma puffer and epi-pen.

## 2 Collect And Supervise The Children

- Collect the students from class teacher /meeting spot (as relevant for the child)
- Introduce yourself to the child
- As you collect children from classrooms or meet them at the meeting spot you should mark them off on the bus roster
- Do this by writing the time next to each child as they arrive
- Supervise the children
- Make sure you can see the children at all times
- Keep them together and engaged
- Check your list and do a head count

## 3



### Are All Children Accounted For?



If a child is still missing 7 minutes after bell time.

- Remain calm, don't panic.
- Call the bus hotline for instructions:  
**0450 678 062**



- Walk the children safely to the bus.
- Staff should count the children onto the bus.
- Put a TICK next to their name when they get on the bus.**
- Make sure children use the hand railing as they get on.
- Ensure all children have seat belts on. Children under 7 years, riding on buses with 12 or less seats should be in a booster seat.
- Bus leaves the school.

## 4

### Arriving At The Centre

- When the bus arrives at the centre - staff should count the children off the bus.
- Staff should then check the bus to ensure all children have alighted and taken their belongings.
- To do this staff need to walk down the aisle and visually check that the bus is empty.
- Staff should then take a picture of the number plate tag label located at the back of the bus and send a picture to Bus Hotline.

## 5

### Entering The Centre

- On entering the centre, children should be signed in on the Kiosk. Staff need to ensure they change the sign in time to the time of pick-up from school
- As children enter, check if they are wearing required medical wristbands. If they are not, make sure that they are put on. Details on medical wrist bands can be found in the 'Medical and Special Instructions' folder

### CALL THE BUS HOTLINE IF:

- Extra children turn up
- Parents arrive to pick up the child
- A teacher tells you a child is away
- A child tells you someone is away

**BUS HOTLINE**  
**0450 678 062**