

Holiday Programme Shuttle Bus Policy

Purpose

To ensure the safety of our staff and children when travelling on the AUT shuttle buses.

Policy

1. AUT Holiday Programme staff member to collect bag from reception with list of children travelling on the bus for that journey
2. Children to follow behind the staff member to the bus in single or double file
3. Children to form a single line outside the bus and collect their bus pass
4. AUT staff let children on the bus one at a time checking their name off the list as they enter through the door
5. Children are to walk to the back of the bus and must be seated as close to the rear as possible
6. Once all children are on board staff enter the bus and take a seat at the rear of the bus with the children
7. On arrival wait until all other bus patrons have exited the bus
8. Staff move to the middle exit door and ask children to stand and exit one at a time and form a line on the footpath
9. Staff check off the childrens names on the list again
10. Children to follow behind the staff member to the destination in single or double file
11. On arrival complete a head count and return childrens bus passes to the bag. Bag to be stored at Reception.

If any children misbehave the staff member is to follow the Holiday Programme Behaviour Management Policy