It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers.

Disobeying these rules may lead to the withdrawal of bus travel passes and/or prosecution.

This includes:

1. **Holding School travel passes**
   - If you have been issued with a travel pass, show it to the driver on boarding and when requested
   - Use the School travel pass only for its intended purpose
   - Keep your School pass for your own use - you should not lend your School pass to other students or borrow one from them.

2. **Behaving appropriately**
   - Respect the needs and comfort of other passengers, such as no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus, eating or drinking - except water - unless the bus operator gives written permission
   - Give up seats to all adults and disabled passengers
   - Adhere to the law that bans smoking on buses
   - Obey reasonable directions from the driver, such as where to sit or to remain in the bus
   - Keep arms, legs and heads inside the bus
   - Refrain from attracting the attention of the driver except in the case of emergency.

3. **Respecting property**
   - Protect bus property
   - Ensure that buses are not vandalised
   - Report any vandalism, such as graffiti and window etching.

4. **School Opal Cards**
   - If issued with a School Opal card, students must always tap on when boarding the bus and tap off when leaving the bus.

Disobeying these rules may lead to the withdrawal of School Passes and/or prosecution.

In the case of students travelling under the School Student Transport Scheme, this code of conduct is also included in the terms and conditions of the application form. You are reminded that when signing the application form the parent/guardian explicitly declares that they support the code and that it has been explained to their child.
Consequences of Inappropriate Behaviour

**Unacceptable behaviour** such as using offensive or racist language, disobeying reasonable directions from the driver, smoking, spitting, damaging property, eating on the bus, distracting the driver with persistent noise and failing to show the travel pass may lead to:

- Loss of subsidised school travel privileges for up to two school weeks for a second offence, and up to 10 school weeks for subsequent offences.
- Permanent suspension of school travel privileges or banning from travelling on buses may apply for repeated offences.

**Dangerous behaviour** such as seriously bullying or harassing other passengers, fighting, letting any part of your body protrude from the bus, throwing objects inside or outside the bus, using matches and lighters, carrying dangerous items and group misbehaviour may lead to:

- Loss of subsidised school travel privileges for up to four school weeks for a first offence and up to 10 school weeks for subsequent offences - or if group misbehaviour is involved, permanent loss of school travel privileges.
- Permanent suspension of school travel privileges or banning from travelling on buses may apply for repeated offences.

**Highly dangerous behaviour** such as interfering with safety equipment, pushing students out of the doors or windows, assaulting the driver or other passengers and destruction of bus property may lead to:

- **Permanent loss** of subsidised school travel privileges, and possible court action or police prosecution
- **Banned from travelling on buses.**

*The police will be called to deal with highly dangerous behaviour.*

These penalties reflect the seriousness of the misbehaviour. They ensure that all students who misbehave on buses are dealt with in a fair and consistent manner, no matter which bus operator or school is involved.

If students are refused travel, parents/guardians/carers must make alternative travel arrangements and meet any costs of that transport. They will not be eligible for the Transport for NSW Private Vehicle Conveyance Scheme under these circumstances.

A group of school students behaving unacceptably may risk higher penalties if their conduct puts the safety of other passengers or the driver at risk.

The operator will inform Transport for NSW of its decision. Transport for NSW may inform an operator of a student's record of misbehaviour. Please refer to the Guidelines for Managing School Students’ Behaviour on Buses for dealing with incidents of inappropriate behaviour.

If a student misbehaves on a bus, the bus operator concerned will contact the parents and the school.

- Depending on the gravity of the offence, students may be required to give up their school bus travel pass or may be refused travel on the bus for a period of time determined by the bus operator.
- Heavier penalties may apply to students involved in group misbehaviour.
- School principals have the right to take additional disciplinary action against a student under the school's discipline code or student welfare policy for any breach of the code of conduct.

The bus operator must provide written notification to the parents, guardians or carers before a student's school bus travel pass can be withdrawn.

**What to do if you disagree:** If parents, guardians or carers don't agree with a decision, they should contact the bus operator. If they are still not satisfied, they can contact the nearest Transport for NSW office. Toll-free telephone numbers for each office are listed below.

For more information please telephone your nearest Transport for NSW office on these numbers:

Parramatta: 131 500    Newcastle: 1800 049 983    Wollongong: 1800 049 961