

**PUNI SCHOOL**  
**NAG 6 - BUS TRANSPORTATION POLICY**

**Rationale.**

To ensure pupils receive a safe and timely bus transport system to and from school.

**Eligibility to travel on the Bus - Franklin (F11)**

1. Pupils that are 10 years of age or younger, live within our enrolment zone, and are more than 3.2 kilometres from the school gate are eligible for free bus transportation to and from Puni School.
2. Pupils who are 11 years or older must live 4.8 kilometres from the school gate and who live within our enrolment zone to receive the same entitlement.
3. Pupils who live outside of the Puni School Enrolment Zone irrespective of age or distance must pay a non-eligible fee per term to travel to and from school by bus. This is set by the bus company.
4. The bus provider will request their fees for non-eligible pupils being transported be paid on the 20<sup>th</sup> of each month. (February-December)
5. Puni School will invoice the parents of all non-eligible bus users for their bus fees in week 7 for the next school term as per their chosen payment method. (Weekly, Monthly, Bi Monthly, Full term fees.)
6. All fees must be paid in advance unless Parents/ Care-Givers have made arrangements with the Puni School Office.
7. Puni School will keep a spread sheet of all bus users and their addresses and contact phone numbers.
8. **As soon as a child's bus fare falls into arrears, Puni School will remove the bus travel privilege from the child and further travel will not be available until the child's bus fare is paid in advance.**
9. Pupils are allowed to use the bus service to travel on an adhoc basis into Pukekohe for family, cultural and sporting purposes but only when parents provide written requests to the bus provider via the route driver. There is no cost for this service.
10. Parents and Care-Givers must sign a Bus Transportation Form at enrolment at Puni School, stating that all fees will be paid as scheduled and that they are aware of the consequences of their children breaking the contents of this policy.

**Puni School Bus Organisation.**

1. The duty teacher will check each name off the bus lists.
2. Children will move to the bus and begin filling the bus as directed by the Bus Monitors.
3. Primary children will fit 3 pupils per seat.
4. The Puni School office will place notes on the Bus List Clip Board informing the duty teacher of any child being away or transported home by car or similar circumstance.
5. Bus monitors will assist with the seating of the children and pupils well being on the bus.
6. It is expected that the Puni School REACH expectations will be maintained on the bus.
7. A "three strikes and you are out" rule applies to bus conduct.
8. Parents and care-Givers are asked to discuss their child's conduct with them and the consequences of their actions.
9. A fourth offence will result in the pupil being put off the bus for a week.
10. Parents / Care-Givers will receive a notice detailing the dates and offences leading to the child being put off the bus. This note will also include the dates that the child is prohibited from using the bus.
11. Once a child has been put off the bus and fulfilled the time period stated above, the child is again given 3 chances to follow the bus rules and improve their conduct.

12. Any subsequent offences however will lead to pupils being put off the bus for a period of two (2) weeks.
13. The bus provider will be informed of this occurrence and this may lead to the Parents / Caregivers being contacted by a member of their staff.
14. This policy will be included in the school newsletter within Term 1 and 3 of each school year and available on the Puni School Website.
15. Pupils will be trained in the school bus rules and the contents of this policy regularly throughout each school term.

***Pupils DO NOT cross the road after getting off the bus until the bus has moved far enough away so that the child can easily see both sides of the road before crossing.***

**Conclusion.**

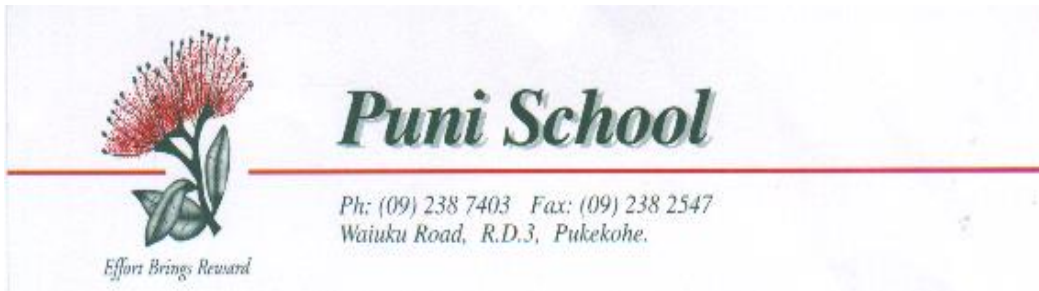
Parents and Care-Givers, School Pupils, Puni School and the bus provider staff all working together and following their Bus Transportation Policy responsibilities will ensure that pupils arrive at their destinations in a timely and safe manner.

**Policy Reviewed:            March 2019**

**Next Review Date:        March 2022**

**Route Description and Timetables.**

PUKEKOHE MOE RUNS	SCHOOL COPY	
<b>PUNI</b>	<b>F 11</b>	
<b>MOE ROUTE NO:</b>	<b>1543</b>	
<b>CONTROLLING SCHOOL:</b>	Pukekohe H S.	
<b>SCHOOLS SERVED:</b>	Pukekohe High School St Joseph's School Puni School Pukekohe Intermediate	
<b>AREA(S) SERVED:</b>	Puni	
<b>DEPARTURE POINTS AND ROUTE DESCRIPTION</b>		
<b>AM</b>		
<b>Depart cnr Princes St &amp; Dublin St</b>	<b>Puni School</b>	<b>7.30</b>
Montgomery Ave, Victoria St West, Helvetia Rd, Harris Rd, Queen St		
<b>Depart Shepards Cnr</b> , Upper Queen St, Attewell Rd, left Dazeley Rd		<b>7.45</b>
Left Tramway rd, Settlement Rd to terminus at 99. Return.		<b>7.55</b>
Left Tramway Rd onto Waiuku Rd, left into Aka Aka Rd, <b>Puni School</b>		<b>8.00</b>
Left Aka Aka Rd to <b>terminus at cnr Massey Rd,</b>		<b>8.05</b>
Return Aka Aka to <b>Puni School</b>		<b>8.10</b>
Aka Aka Rd, right Waiuku Rd into Puni Rd, West St, Wesley St, Massey Ave,		
Graham St, Harris St. <b>Pukekohe High School.</b>		<b>8.25</b>
(St Joseph's children transfer to St Joseph's via Shuttle Bus)		
<b>PM</b>		
<b>RUN - 1 Depart Puni School</b> , Waiuku Rd, Attewell Rd		<b>2.40</b>
(Drop Off Cnr Attewell & Blake ) Upper Queen St, Shepherds Cnr		
Queen St, Harris St, Helvetia Rd,		
Right into, Victoria St, Montgomery Ave		
Princes St, cnr Princes St & Dublin St		
Dublin St, Seddon St, Tobin St, Wesley St, Queen St, <b>Pukekohe Intermediate</b>		
<b>Depart Pukekohe Intermediate to Pukekohe High School</b>		<b>3.20</b>
(St Joseph's & Pukekohe Intermediate children transfer to PHS via Shuttle Bus 3:15pm)		
<b>RUN - 2 Depart Pukekohe High School, (Harris St.)</b>		<b>3.35</b>
Harris St, Queen St, Upper Queen, Attewell Rd, left into Dazeley Rd,		
Left into Tramway Rd, Settlement Rd to terminus at 99. Return.		<b>3.50</b>
Tramway Rd, Waiuku Rd.		
left into Aka Aka Rd, <b>to terminus at Massey Rd, return</b>		<b>4.15</b>



### **Bus Behaviour**

Date: \_\_\_\_\_

Dear Parent / Care-Giver,

My aim is to ensure that all of our bus children arrive at school safely and in a calm manner each day.

I have spoken to all bus children and told them if they sit in their seats, keep their hands and feet to themselves and talk quietly to their neighbours; the Bus Driver and our Bus monitors will not need to report anyone.

Today your child \_\_\_\_\_

was reported by the bus monitors for \_\_\_\_\_

\_\_\_\_\_

This letter is informing you that if your child is noted in the Bus Monitors book again they will not be allowed to travel to or from school on the bus for a week.

Please talk to your child about the consequences of their behaviour and that there are no second chances.

Please feel free to contact me if you have any questions or concerns.

Regards

Haydon Brill  
Puni School  
Principal  
09-238-7403



# Puni School

Ph: (09) 238 7403 Fax: (09) 238 2547  
Waiuku Road, R.D.3, Pukekohe.

Date: \_\_\_\_\_

Dear Parent / Care-Giver

The Puni School Bus Monitors reported to me today that \_\_\_\_\_

\_\_\_\_\_ was \_\_\_\_\_

As this is the third time I have recorded that your child has broken a bus rule,

- \*
- \*
- \*

I have no option but to put your child off the bus for a week.

This commences on \_\_\_\_\_ and finishes on

\_\_\_\_\_

Please do not hesitate to contact me should you wish to discuss the matter further.

Haydon Brill  
Puni School  
Principal  
09-238-7403