



Te One School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button. This policy's subtopics are also under review if they have a review button.

About the review process ⓘ

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Daily School Bus

The Ministry of Education (the Ministry) provides school transport assistance (STA) for eligible students at Te One School. The Ministry contracts a transport service provider to deliver our daily school buses. The Ministry manages the daily school bus service but Te One School has coordination and delivery responsibilities, and shares the responsibility with the Ministry and the transport service provider to ensure student safety. See [School transport assistance eligibility and applications](#)

Health and safety responsibilities

Our school works with the Ministry, including the regional transport advisor (RTA), and their transport service provider (TSP) to ensure that we meet our responsibilities as a **PCBU (person conducting a business or undertaking)** under the Health and Safety at Work Act 2015 and our responsibility to ensure student safety under the Children's Act 2014. Our school health and safety policies, including our processes for child protection and risk management, apply to our use of the Ministry-managed transport service provider. See [Child Protection](#) and [Risk Management](#).

Also see [Bus Safety, Behaviour, and Incidents](#).

Coordination and delivery responsibilities

We meet the coordination and delivery responsibilities outlined in the Ministry's [School Transport Roles and Responsibilities Guide](#)

As required, our school has nominated a bus controller to serve as a single point of contact for school transport matters between our school community and the Ministry. We notify the Ministry when there is a change of bus controller at our school. See [School bus controllers](#)

The bus controller takes responsibility for coordination and delivery. This includes:

- acting as the first point of contact and communicating with our school community about school bus transport, including eligibility, applications, service details, safety and behaviour expectations, and any changes to services
- assessing student eligibility and maintaining accurate and up-to-date lists of all students receiving school transport assistance (see [Eligibility for transport assistance](#))
- ensuring a safe environment for students getting on and off the bus at school, including coordinating and documenting relevant processes for this (e.g. appropriate supervision)

- communicating with the Ministry, including providing student data, and submitting **conveyance allowance** applications as required

Daily school bus conveyance allowances are payments made to parents/caregivers to help with transport costs for eligible students where other school transport services are impractical or unavailable.

Students may be eligible for a daily school bus conveyance allowance if they meet all three transport assistance criteria and there is no school bus available, or they live more than 2.4 km away from the nearest school bus route.

Ministry of Education | Te Tāhuhu o te Mātauranga: **Additional eligibility criteria for the school bus conveyance allowance** 

- communicating with the transport service provider(s) and regional transport advisor, including providing an after-hours contact number and working collaboratively to address safety hazards and student behaviour
- providing information and support to students and caregivers during and after any incident or emergency
- reporting any incidents, accidents, and emergencies to our regional transport advisor.

(For schools with a Ministry-managed bus service) The principal assures the board at least once a year that the school meets our responsibilities as a PCBU and our responsibilities to ensure student safety in relation to the bus service managed by the Ministry of Education. See **Review Schedule and Board Assurances**.

Related policies

- **Health, Safety, and Welfare Policy**
- **Child Protection**
- **Risk Management**

Legislation

- Health and Safety at Work Act 2015
- Children's Act 2014
- Education and Training Act 2020

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - **Te āwhina waka kura | School transport assistance** 
 - **School transport assistance eligibility and applications** 
 - **School Transport Roles and Responsibilities Guide** 
 - **School bus controllers** 
- Waka Kotahi | NZ Transport Agency: **Bus wardens** 

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IN THIS SECTION

Last review	Term 3 2023
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