



Bus Ready Toolkit

School orientation day resource

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1 How to use the Bus Ready Toolkit

The Bus Ready Toolkit has been created by Busways to assist both primary and secondary schools with informing and educating new students and their parents about the school bus services.

Designed to assist schools unable to host a physical orientation day, the toolkit contents can be used selectively in orientation day packs, direct communication to parents, or be shared in the school newsletter, school website or social media.

If you would like to incorporate the Busways logo in your communications or provide feedback on this toolkit, please email scottjohnston@busways.com.au.

Table 1 Useful links

Link name	Website link
Busways NSW website	www.busways.com.au/NSW
School Student Transport Scheme website	https://apps.transport.nsw.gov.au/ssts/#/
Assisted School Travel Program website	https://education.nsw.gov.au/public-schools/astp
Transport for NSW Website - Contact us	www.transportnsw.info/contact-us
Busways' Lost Property Form	https://www.busways.com.au/form/lost-property-enquiry-form

2 Catching the bus with Busways

Catching the bus with Busways

Transporting thousands of students daily, Busways is the bus operator that runs your school's bus services, safely taking students between home and school each day. With over 77 years' experience in the transportation industry, Busways wants to reassure parents that their children will be safe, and they can feel confident in trusting that their child will reach their destination safely.

Busways would also like to encourage students to trust that if they need help or are uncertain when travelling on the bus that they should rely on their driver to help them.

For more information about Busways, please visit www.busways.com.au/NSW.

COVID message to parents

The safety of your child is something that Busways takes seriously, and Busways would like to assure parents that we are upholding cleaning standards and following all NSW Government COVID-19 guidelines to keep everyone safe.

Strong safety standards in place to reduce the risk:

- Busways is maintaining extra cleaning on buses with every bus receiving a daily disinfectant treatment that includes regularly touched areas such as handrails, poles, seats, and doors
- Busways' employees are following additional measures to limit the spread of the virus.

Busways asks that if a student is experiencing flu-like symptoms, they should not board the bus, rather stay home, and avoid contact with others until they know what type of illness they have. Students undergoing isolation should adhere to Government advice and not board the bus.

3 School travel passes

School travel passes

All students catching the bus in 2021 will need a school travel pass. Under the School Student Transport Scheme, eligible students can apply for free or subsidised travel between home and school. The transport scheme includes:

- Free travel to and from home and school on approved bus, metro, train, ferry, and light rail services during school terms
- Discounted travel on buses between home and school with a School Term Bus Pass
- Free travel on NSW TrainLink regional services and long-distance coach services for boarding school students
- Subsidised travel to and from school in private vehicles in areas where there is no public transport available.

To find out more information about the School Student Transport Scheme or to apply for a school travel pass, visit <https://apps.transport.nsw.gov.au/ssts/#/>. Applications open from Monday 12 October.

Students with a disability who are unable to travel to and from school under the School Students Transport Scheme may be eligible for assistance under the Department of Education's [Assisted School Travel Program](#).

To make an enquiry about school travel passes, school bus services or to provide feedback, please contact Transport for NSW by visiting transportnsw.info/contact-us or calling **131 500**.

4 Bus timetables

Finding your bus's timetable

School bus timetables can be found on the Busways website by using the following steps:

1. Go to busways.com.au/nsw
2. Click on 'school services' in the navigation bar and then proceed to 'school timetables'
3. Enter the name [***name of school***] in the area that says 'enter a school name'
4. Select the school name and the timetable should open on your device
 - If you are unable to find or search for the school name, use the drop-down menus on the same web page to find the school
5. Once the timetable is opened, you will be able to identify which school bus services are available in your area for your child to use.

For all timetable enquiries, please contact Busways by emailing info@busways.com.au or calling **1300 69 2929**.

5 Preparing students to travel by bus

6 steps to prepare your child for catching the bus

Busways suggests the following six steps that parents can follow to help prepare their child for catching the bus in 2021:

1. Apply for a school travel pass

All students catching the bus between home and school will need a school travel pass. Apply online by visiting the School Student Transport Scheme website. Applications for next year open from Monday 12 October 2020.

School Student Transport Scheme website: <https://apps.transport.nsw.gov.au/ssts/#/>.

2. Explain how catching the bus works

Knowing how to catch the bus will help your child feel safe and comfortable when travelling.

Examples of what could be explained include:

- How to hail or flag the bus
- Using school travel passes
- Appropriate behaviour on the bus
- How and when to pressing the buzzer or stop button.

3. Identify which bus stops your child will be using

Awareness of which bus stops your child should use will help them feel more confident when boarding and departing the bus.

4. Remember the school bus number

All bus services are identifiable by the number displayed on the front of the bus. Knowing which bus to catch will help prevent your child from getting on the wrong bus.


If a student accidentally gets on the wrong bus or misses their bus stop, they should tell their bus driver when it is safe. The driver will then take the appropriate steps to ensure that the student gets home safely.

5. Create a weekly bus schedule

A weekly schedule could help prevent your child from getting on the bus when they should be somewhere else, like after school care or getting picked up from school.

6. Label your child's belongings

Labelling belongings will help Busways to return lost belongings to your school and then back to your child. When labelling belongings, ensure that your child's name and school name are on all their belongings.



If belongings are lost on the bus, contact Busways by either completing a Lost Property Form or making an enquiry on **1300 69 2929**.

6 Safety around buses

Safety around buses

Buses are common around schools and being a large vehicle, students and parents should be aware of them when around the school. When around buses, students and parents should remember to:

- Avoid standing in front of or behind the bus
- Wait until the bus has departed the bus stop before attempting to cross the road
- Wait a safe distance away from the curb when waiting for the bus to arrive or to be picked up
- Wait for a parent before approaching or crossing the road
- Cross the road at designated crossing points with a parent: traffic lights, zebra crossings, pedestrian crossings. If a crossing point is not available, find a location where the road is clearly visible in both directions.

By following the above safety tips, students and parents can be safe around buses.

7 How parents can help keep students safe

How parents can help keep students safe

Parents, whether you are picking up your child or letting them catch the bus, you can help keep your child and others safe by remembering to:

- Be mindful that students around buses and the school may be trying to unsafely cross the road
- Always meet your child on the same side of the road as the bus stop
- Drive the 40km/h speed limit in school zones during set times
- Look out for flashing bus lights, indicating that the bus is picking up and dropping off students
- Give way to buses when they merge back into traffic
- Allow your child enough time to safely reach the bus stop
- Remind your child to be safe on and around buses.

Remembering these points will help make your school community a safer place for your child and other students.
