

## **Bus Supervisor - Duties & Responsibilities**

1. Depart from pick-up point on time as per the published timetable.
2. Take daily register of students: (1) on the bus in the morning; (2) on the lower ground floor before walking to the bus in the afternoon.
3. Ensure that students are seated with their seatbelts fastened before bus departs. School bags must be placed on the floor in front of the students.
4. New students should be taught how to put on their own seatbelts as soon as they are seated. Set this as a routine.
5. Students **must not** stand or move seats during the journey.
6. There is absolutely **NO EATING OR DRINKING** on the school bus.
7. Students **must not** bring home toys to school.
8. Balls e.g. basketball, soccer ball etc. if brought to school, must be in a netbag or any kind of bag. Students **must not be allowed** to carry them in their arms.
9. **Permanent seats** must be assigned by the bus supervisor.
10. Students must be reminded to walk directly to school and not **walk around in the park.**
11. Year 1 students are to be escorted by the bus supervisor all the way to the school foyer in the morning and on the walk to the bus in the afternoon.
12. Bus supervisors must have their Eastway ID and tabard on at all times while walking to and from school for better sighting by students.

13. After school – **Do a headcount when at school premises and on board the bus before departing** to ensure that no student get left behind.
14. Secondary students are to wait at the bus stop, no waiting around for them.
15. Primary students from Years 1 to 4 are to be collected by parents/guardians unless advised otherwise.
16. Permission for students to be left at the stop has **to be given in writing to the bus administrator** by parents/guardians.
17. It is **strictly** the responsibility of the bus supervisor to **only release students** to their parents or designated guardians.
18. **No boarding of the school bus if the driver is not inside the bus.**
19. **Unexpected behaviour**: You **must report** any fighting and unacceptable behaviour to the bus administrator for further investigation and reporting to DC's leadership team.
20. **Bus Lateness**: In the event that the bus is late, the bus administrator is your first point of contact.
21. **Protocol in the event of an emergency**:
  - a) Lead the students to a safe place.
  - b) Check if anyone is hurt.
  - c) You or the bus driver must ring 999 to report the incident.
  - d) Ring bus administrator.
  - e) Ring school.

**Bus Administrator: Gigi Jose – 6800 5474**

**Note: If parents require to speak to the bus administrator, kindly pass on this email address to them ([buses@discovery.edu.hk](mailto:buses@discovery.edu.hk)).**