ST JOSEPH’S PRIMARY SCHOOL
TWEED HEADS

BUS DUTY POLICY
2014

Date issued: March 2014
Date to be reviewed: 2015

SUPERVISION:
Principal: Pick up zone via Frances St
LoCt, LOP: Pick up zone via Frances St
Enrich Co Or: Pick up zone via Frances St

AP, Executive LOSE: Buses via Enid St
Sports Co Or: Buses via Enid St

Designated Executive Members will supervise Bus Duty in the area around the Enid St gate:
Bus lines
Call bus routes
Escort bus lines to relevant buses

Parent pick-ups / Walkers

LOCATION:
Principal - Pick-ups zone to assembly under covered walkway near Admin.
- Children are escorted from the gate to the car by an executive member.
- All children remain seated until they handed over to their parents.

Parent Pick-Ups - assembly under covered walkway near admin.
Bus Lines - Enid St under the tree near the undercroft of Additional Needs Room
- Children are escorted from the gate to the bus by an executive member.
Exit for Buses - Enid Street Gate
Walkers - To leave directly after the bell via Frances St and Enid St gates