



ALBANY PRIMARY SCHOOL  
Where learning makes a difference



Albany Primary School

**Our Vision**

Where Learning Makes a Difference

- Feel the energy
- Hear the excitement of discovery
- See the learning that is filled with curiosity, creativity and success

**Our Values**

- Respect
- Excellence
- Aroha and Caring
- Creativity
- Honesty



## Albany Primary School

### Bus Expectations and Usage Agreement 2026

This agreement is between \_\_\_\_\_ (student),  
\_\_\_\_\_ (their caregiver), Ritchies Bus Company (Bus Operator), and  
Albany Primary School.

The caregiver and the student should ensure they have read, understood and then adhere to the below expectations aligning with our school values, for the safety of the Bus Driver and all students travelling on the school bus.

We require your commitment that these expectations have been discussed with your child.

I, \_\_\_\_\_ (student), travel on bus number  
\_\_\_\_\_ (061 or 062) and agree to follow the expectations described below when riding on  
the school bus:

**I will model and show Respect and Aroha and Caring by:**

- talking politely to other students, not swearing or hurting anyone
- respecting other students and their property at all times
- not throwing anything inside or out of the bus
- not distracting the driver by yelling or running up and down the bus
- saying 'please' and 'thankyou' when talking to the driver and hopping on and off
- listening to and respecting the bus driver's' instructions
- not damaging anything on the bus, and any damage I cause to the bus will result in my caregiver being billed for cost of repairs
- following the bus rules and not eating on the bus.

**I will model and show Excellence by:**

- remaining in my seat for the whole journey and not standing up or moving around
- not copying the behaviour of other students if I know that it is 'not ok'
- setting an example to other children for the right way to behave when travelling on the bus
- turning up on time to catch the bus.

**I will model and show Honesty by:**

- letting the bus driver, bus monitors, my parents or the teacher in charge of buses know if something has happened that is not ok
- being honest if I have made a bad decision on the bus and be prepared to talk about it truthfully with the teacher or bus driver

- remaining on the bus and only hopping **on** and **off** at the agreed stops that have been approved by my parents (i.e. not hopping off to go home with a friend if that has not been prearranged or at the dairy and walking the remainder of the way to school).  
i.e Hop onto the bus in the morning at \_\_\_\_\_ and remain on the bus until it arrives at Albany Primary School.  
Hop onto the bus in the afternoon at Albany Primary School and remain on the bus until it arrives at \_\_\_\_\_.

The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected in the classroom. We hope that caregivers will support the school in maintaining these standards of behaviour.

**If this agreement is broken:**

- There will be a meeting with the child and the teacher in charge of the buses to discuss the behaviour choice and appropriate next steps. Parents will be informed of the event.
- After a warning, if there is no improvement in the behaviour, an interview will be arranged between the student, caregiver(s), and school.
- If there is still no improvement, the privilege to travel on the school bus will be withdrawn, and the caregiver will be required to find alternative transport to ensure they are meeting their legal obligation to get their child to school.
- In extreme cases of misbehaviour the privilege of travelling on a school bus could be withdrawn immediately.

**Agreement**

We / I agree to abide by the expectations and conditions of this agreement and understand the consequences if they are not followed.

We / I understand that as an Auckland Transport (AT) approved bus route my child has the right to hop on and off at any approved stop and we have discussed with our child and agreed to the approved stops they will use.

We / I understand that the school will communicate via the School App in the event of an incident or an event whereby there is a delay for bus arrivals or problem completing a planned route.

I agree that I will communicate with the school by phone on 09 415 9668 or email on [admin@albany.school.nz](mailto:admin@albany.school.nz) if I have questions or concerns.

Signed: \_\_\_\_\_ (student)

Signed: \_\_\_\_\_ (caregiver)

Signed: \_\_\_\_\_ (Principal)

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