

SWBFA Protocol & Rules 2026

1. INTRODUCTION

The SWBFA is a non-profit parent body and is not affiliated with any of the schools. We have our own rules and disciplinary procedures. The use of the bus, as arranged by the Committee of the SWBFA, is a privilege and payment of the fees does not vest an indisputable right to the use of the buses.

2. PURPOSE

The safety and wellbeing of the passengers and driver on the buses is the Committee's primary concern. Rules establish expectations for acceptable behavior and safety.

3. BUS RULES

In signing the application for membership of the SWBFA the applicant accepts the contents of the Constitution (attached), Discipline Policy (attached), **Elwierda & SWBFA Safety Protocols (attached)** and the Rules of the SWBFA as set out below.

The following are prohibited, and non-co-operation may result in termination of membership.

- Initiation and/or intimidation of any person on any of the buses.
- Drivers and other scholars must be treated with respect at all times.
- **Seat Position:** Scholars are to remain facing forward and not allowed to turn around in their seats.
- Any interference with the driver.
- Unruly behaviour that may distract the driver.
- Behaviour that may cause or has caused damage to the bus.
- Unnecessary walking about while the bus is in motion.
- Hanging any part of the body out of the bus while the bus is in motion.
- Reserving of specific seats on the bus.
- Scholars are not allowed to make use of the wrong bus.
- Scholars are not allowed to use the bus with an invalid bus pass/false identification.
- Smoking or vaping on the bus.
- Scholars may not eat or drink on the bus.
- Bad language or any form of verbal abuse while on the bus.
- Being in possession of any dangerous weapon/firearm/ammunition/illegal substances.
- Throwing any article from the bus.
- Co-operating with anybody using the bus who is not a member of the bus or who does not have the necessary written authorisation from the SWBFA to use the bus temporarily.
- Any interference with/thwarting of a person duly appointed by the committee in the day-to-day running of the Bus Fund. This includes the drivers and other bus company staff, who must always be treated with respect.
- Any tampering with the CCTV cameras.
- If/when required face masks must be worn on the bus. Should any learner remove their mask on the bus, their bus pass will be taken from them, and they will be suspended.

Signature

Bus Etiquette and Seating Rules:

- Boys must show respect by waiting for girls to board the bus first and to disembark first.
- Juniors should sit at the front of the bus, while seniors are allowed to sit at the back. Matrics have priority for seats at the rear of the bus.

4. SCHOLAR'S RESPONSIBILITY:

Scholars should understand and adhere to the Rules of the SWBFA. All scholars are required to always respect and obey the driver's and appointed bus captains' instructions. Persistent misbehaviour may result in expulsion from the SWBFA service as stipulated in the SWBFA Rules and Discipline Policy (Attached). It is the responsibility of the scholars to disembark at their correct stops as specified in the bus application form. Please do not seek pick-up or drop-off at any location other than an established stop. The buses are clearly marked with the routes/combined routes/Sport Routes and if the children are confused ELWIERDA will be there to help to make sure that all scholars especially the new members and Gr 8 members are accommodated and on the correct bus. If the scholars are still in doubt, they must check with the drivers.

5. ACCESS CONTROL

Access to the bus service will strictly be controlled by a bus pass system. Bus passes will be issued by the SWBFA to members after the successful application. Bus passes are proof of the agreement of transport between the SWBFA and the members. The bus pass is valid for use only by the scholar to whom it is issued and for the specific bus and use of service. Bus passes are **NOT TRANSFERABLE** and will be presented to the driver for verification with **EVERY TRIP**. Your children must not cause delays by having to search for the bus pass once already at the entrance. **Drivers are instructed to deny the passenger transport if not in possession of a bus pass. NO EXCEPTIONS** will be made. Lost bus passes must be reported immediately and will be replaced for a fee **(R80)**. The Bus passes remain the property of the Bus Fund. Passes can be confiscated by a person authorized by the SWBFA committee, if the scholar contravenes any of the above rules, OR if bus fees are in arrears.

6. SECURITY ON THE BUS

Any person travelling on a bus of the SWBFA will allow a person duly appointed by the Committee to search their person/bags to ensure the safe transport of all passengers. The buses are fitted with CCTV cameras which will be monitored and by signing this form, we acknowledge that we are aware of this and agree to it.

7. BUS CAPTAINS

Bus captains are selected from among members using the buses both ways. Bus captains are wearing badges to identify themselves. The bus captains will be expected to maintain discipline of the scholars primarily in their own school, and to take charge of other school/s when the bus captain/s of the school/s concerned is/are absent. The committee sees the role of the bus captains as that of protecting scholars from intimidation, ensuring that the bus rules are adhered to, and being available to scholars needing help of any kind. Bad behavior should be reported to the committee and to the SWBFA office. Lost bus captain badges must be reported immediately and will be replaced for a fee **(R80)**.

Signature

8. SAFETY PROTOCOLS

Please review the attached safety guidelines with your child and make sure they understand its relevance and importance. Strict adherence to the safety protocols is the only way we can ensure safe transport, and we rely on the support of all members. Members are responsible to leave enough parking space open for the bus to pull off the road and park for the children to board or disembark. Please do not impede the drivers in the morning by parking too near the stops. Once the bus is in sight, please drive off. Scholars must arrive at the bus stop at least five minutes before departure. Last -minute arrivals create traffic hazards, pedestrian risks, and schedule delays. The buses are under constant satellite surveillance and drivers are obliged to keep to the specified time scheduled. Under no circumstances should a late rider or his/her parents try to flag down a bus that is departing or attempt to block its departure.

9. BREAKDOWNS:

In the event of a breakdown (morning or afternoon) on any route, a replacement bus will be sent immediately. Scholars on the affected bus should stay seated until the driver provides further instructions. Those waiting at pick-up points on other routes should remain there, even if there is a delay. Elwierda will ensure all stops are covered. Parents will receive a WhatsApp update from our office, and schools will be informed by email and phone if there's a delay.

10. IN CASE OF EMERGENCY

Always follow the guidance from the driver or employees from ELWIERDA. In an emergency, the scholars need to stay calm and listen to the bus driver and follow instructions carefully.

11. LOST PROPERTY

Elwierda Staff & SWBFA will not be held responsible for lost property. Please label all clothing and personal items with the scholar's first name and last name. Scholars must collect all their belongings from inside the bus and luggage compartments. This is not the responsibility of Elwierda staff. Lost property found on the buses will be held at the SWBFA Office for a maximum period of 30 days. It is the members responsibility to collect the lost property from the office between **Office Hours: Monday – Thursday (07:00 – 16:00) and Friday (07:00 – 14:30)** and **NOT** from the drivers on the bus. Scholars will be charged a **R 40** fine for retrieving lost items. At the end of each term unmarked and unclaimed items will be donated to charity.

12. AD HOC, HOSTEL, EXCHANGE STUDENTS & EXAM PASSENGERS

NO ad hoc, hostel, **exchange students** & exam passengers requests will be granted.

13. MEMBERSHIP FEES

The SWBFA is a non-profit membership-based organization and accepts only **annual membership** as per the constitution. Members are required to pay their membership fees one term in advance, as stipulated on the application form, irrespective of their usage of the service. Should membership fees not be paid in advance of the upcoming term, they will not be permitted to make use of the service. Bad debts will be managed in terms of the relevant policy of the SWBFA.

Signature

14. MEMBERSHIP CANCELLATION:

Because the SWBFA contracts the services of Elwierda on an annual basis for a full year in advance, members are liable for the full years fees and cancellations cannot be accepted. We know that cancellation is sometimes unavoidable, and in these special cases members can apply to the SWBFA committee for cancellation. All cancellation applications are subject to the Committee's approval and acceptance.

NOTICE PERIOD:

According to the constitution of the SWBFA, one full term's written notice is required for cancellation of membership. If the membership is cancelled on shorter notice, the member will be liable for the remainder of the annual membership fee, irrespective of when the member joined.

SPECIAL CIRCUMSTANCES WHERE CANCELLATION WILL BE CONSIDERED:

- Moving residence (documentary proof required).
- Changing schools (documentary proof required).

CIRCUMSTANCES THAT DO NOT QUALIFY FOR CANCELLATION:

- Members who wish to join lift clubs or decides to use own transport.
- Matrics who obtain their drivers licence and make use of own transport.
- Being accepted into a school hostel later in the year.

RETURN OF BUS PASSES AFTER CANCELLATION/SUSPENSION/RESIGNATION:

When the committee accepts the cancellation or when membership have been suspended due to noncompliance of the SWBFA rules, all bus passes must be returned to the SWBFA office. Because you are paying in advance and must provide one term's notice, there will be no refunds for payments already made upon the acceptance or approval of your cancellation. Suspended members are still liable for the full year's membership fees regardless of being suspended as SWBFA has already committed to providing the member's seat for a full year.

15. FORCE MAJEURE

In no event shall the Somerset West Bus Fund Association, the committee members, nor staff of the Somerset West Bus Fund Association be responsible or liable for any failure or delay in the performance of its obligations in terms of this membership agreement arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes, pandemics or acts of God, acts by the government and interruptions, loss or malfunctions of utilities, communications or computer (Software and hardware), it being understood that the Somerset West Bus Fund Association shall use reasonable effort to resume performance as soon as practicable under the circumstances.

Signature

16. POPIA AGREEMENT

To effectively manage the SWBFA and to be able to communicate with our members, we need to store and process members personal information, which include initials, Surname, Addresses, e-mail addresses, Phone numbers, ID numbers and other details, as necessary. Please be advised that we are committed to ensuring the protection and security of your personal information. We shall not share any members' personal information with anyone, other than where legally required. The new requirements of POPIA that came into effect on the 1st of July 2021, require SWBFA to obtain consent of all our members so that we may store the personal information of all members on our database.

By signing this form, you agree to submit your personal information as per your membership application willingly, and that the information submitted is accurate and that you have no objection to us storing and processing your personal information.

We, the undersigned, agree to all the conditions listed above.

_____ Parent /Legal guardian full name	_____ Signature (Parent/Legal Guardian)	_____ Date:
_____ Scholar/s full name	_____ Signature (Scholar 1)	_____ Date:
_____ Scholar/s full name	_____ Signature (Scholar 2)	_____ Date: