

School Transport Code of Conduct

(Pupils and parents/carers must sign to agree to adhere to the code.)

Before the school journey (bus users)

- Please ensure that you are at the pick-up point on time and before the bus is due to stop.
- Wait in an orderly, courteous and calm manner.
- Keep away from the kerb and well clear of other traffic.
- Keep clear of moving school buses.
- Only board the bus when it is stationary; do not try to get on or off the vehicle until it has stopped.
- If the transport fails to arrive on time, pupils should agree a length of time with their parent or carer, such as 20 minutes, to wait before returning or contacting home.
- Make sure you know what to do if the vehicle is late, or does not arrive. Parent or carers should advise of the appropriate course of action under such circumstances.

During the school journey (for all modes of transport)

- Treat the drivers/operators with respect and follow their instructions.
- Stay in your seat and always use the seatbelt provided.
- Do not distract the driver/operator, except in an emergency.
- Do not open the emergency exits (unless in an emergency).
- Treat other passengers or members of the public with care and respect and do not bully other pupils.
- Do not smoke.
- Do not drop any litter, or throw things.
- Do not vandalise the vehicle or other people's property.
- If damage has been reported your parents/carers may have to pay for the damage.
- If the vehicle breaks down or is in an accident, you should follow the driver or operator's instructions.
- Report any incidents of inappropriate behaviour to the driver/operator, or your school.

At the end of the journey (bus users)

- Do not use hand held mobile devices (to avoid distraction).
- Be careful not to get coats, bags, or scarves caught in the doors.
- Stand back from the road as the bus moves off.
- If you need to cross the road, only do so once the bus has moved off and the road is clear in both directions so you can see other vehicles and the drivers can see you.
- Never take a signal from ANY driver to cross - they may not be able to see if the road is clear in both directions.

Anti-Social Behaviour

The Council will not tolerate anti-social behaviour on any mode of school transport (bus, ferry, plane, taxi). It can be reported by a pupil, parent/carer, driver/operator, teacher or member of the public.

Education, Leisure and Housing may request an investigation into the incident by working closely with the school and transport operator. This would normally involve taking written statements from pupils who witnessed the incident and interviewing individually those pupils who were named or identified as involved.

Drivers/operators may also be requested to submit a report. Any information given is treated in confidence. The investigation will seek to establish, as far as possible, exactly what happened and who was responsible. In very serious cases, the operator may call the Police; particularly if there has been damage to the vehicle. The Police will carry out their own investigation and may wish to interview pupils involved.

Following an investigation, further actions against pupils will be agreed between Education, Leisure and Housing and the school. This is usually in the form of exclusion from transport for a defined period. Persistent misbehaviour will result in permanent withdrawal of school transport entitlement. The action taken will depend on the severity of the incident and whether a pupil has previously been involved in anti-social behaviour. When exclusion from transport has been agreed, parents will normally be notified in writing and given an appropriate period of notice before the exclusion period starts. This is to allow parents/carers an opportunity to make alternative transport arrangements. During the exclusion period, it remains the responsibility of the parents/carers to ensure their child's continued attendance at school.

In very serious cases, where it is considered that the safety of the vehicle, pupils or other road users would be put at risk by allowing a pupil to continue to travel, exclusion from transport may start immediately and without written notice. In such cases, the school or service will attempt to contact parents/carers to make them aware of the situation and arrange for them to collect the pupil from school.

Parents/carers and pupils should be aware that CCTV equipment is operational on some modes of transport.

Vehicles/vessels using CCTV will have notices displayed to this effect. Recorded images may be shown to school staff or the Police to identify individual pupils.