



# **SCHOOL BUS**

# **CODE OF CONDUCT**

**Information and guidelines  
for parents and children**

**Please keep this leaflet for reference**

By using the school bus service, you and your child are agreeing to comply with this Code of Conduct.

School's responsibilities:

- Aim to ensure an efficient and cost-effective school bus service
- Deal with parents queries and requests properly
- Issue bus passes promptly
- Regularly monitor the safety and quality of school transport
- Work in partnership with the transport provider, Mortons Travel
- Will advise parents of any changes mid-year to service

### Pick-up/drop-off points and times

You are entirely responsible for the safety of your child between home and the pick-up point.

Although we will always try to be accommodating, pick-up points and times are determined by the school using the most efficient running order for the journey.

Please be aware that throughout the year we may need to review and make alterations to transport which could result in a change of timings or pick-up point. We will always give as much notice as possible.

### Timings

Pick-up times are for guidance only and your child needs to be ready at the pick-up point at least 5 minutes before the scheduled time. The transport will not wait. The school advises that it is reasonable for a child to wait up to 20 minutes after the scheduled pick-up time (traffic problems etc), before making alternative arrangements, or returning home. If your child misses their pick-up, no alternative transport will be provided. If the Aldworth Bus is repeatedly early or late please contact the school so that the problem can be investigated.

### Passes

Where a pass has been issued it **must be carried at all times. Failure to produce a pass may result in travel being refused.**

The pass issued is only valid on the transport to which your child is allocated. The pass is not transferable and may be confiscated if your child misuses it, i.e. allows another child to use it.

If the pass is damaged, broken or defaced in any way the driver may confiscate or refuse to accept it.

Pupils may be refused travel if they cannot produce a valid intact and legible pass for the transport they are attempting to board.

If you need a replacement pass please contact Aldworth School. You are advised that there will be a £5.00 charge for a replacement pass.

## Behaviour

**Parents are reminded that they are responsible for the behaviour of their children whilst travelling.**

You should ensure that your child is aware of the expected standards of behaviour whilst travelling to school. In the interests of safety children must behave sensibly, **wear their seatbelt** where provided, and **must always remain seated** unless otherwise instructed by the driver.

Unacceptable behaviour, e.g. any disruptive, violent, distracting or dangerous incidents including bullying, bad language, vandalism, spitting, kicking or throwing objects, may lead to transport for your child being withdrawn.

**Please be aware also if your child is misbehaving before boarding the Aldworth Bus, the driver may refuse to carry them. Serious cases of unacceptable behaviour may also result in police involvement and/or civil claims for damages.**

The bus is fitted with close-circuit television equipment. Parents are advised that CCTV images may be used, if required.

## Pupils are responsible for:

- Being at their stop 5 minutes before the bus is due to arrive
- Queuing and boarding the bus in a sensible manner
- Carrying their pass at all times. It must be shown on request from the driver or school
- **Bus passes must be intact, legible and not defaced, broken or damaged in anyway.** Pupils may be refused travel if they cannot produce a valid intact and legible pass for the transport they are attempting to board. If the pass is damaged, broken or defaced in any way the driver may confiscate or refuse to accept it
- Giving their name if it is asked for by the driver or school
- Finding a seat quickly and being seated before the vehicle moves off, and remaining seated until they reach their stop
- Ensuring that seat belts are worn. This is now a legal requirement on all coaches; it is not necessarily the driver's responsibility
- Ensuring that their school bag(s) is not put on the seats. These are to be stored under their seat, in the luggage rack, or on their lap
- Not damaging the vehicle in any way. Pupils or parents will be asked to pay for the full cost of any damages
- Sitting quietly on the vehicle. Distracting the driver may cause an accident
- Not eating, drinking or smoking on the vehicle
- Taking care if they have to cross the road. Never cross in front of, or close behind the vehicle
- Following their parents' instructions about where to go and what to do if the transport does not arrive, or if travel is refused

## Parents are responsible for ensuring:

- Their child is fully aware of, and understands their responsibilities above
- Their child fully understands what is expected of them whilst on the vehicle, particularly not displaying unacceptable behaviour as described overleaf
- Their child knows they must wear a seat belt throughout the journey to and from school, and how to put on, fasten and undo a seat belt
- The safety of their child between their home and the transport pick-up/drop-off point, for both morning and afternoon journeys
- Their child is familiar with the route, and knows which pick-up point they leave from, and return to, and what to do if the transport is late, fails to arrive, or travel is refused
- Their child carries a valid pass at all times. Transport may be refused in the morning or afternoon if a child cannot show their pass, and parents should ensure that their child knows what to do in this event

## Driver's responsibilities

- Ensuring they know and follow the correct route
- Taking all reasonable steps to ensure the safety of children when boarding and getting off the vehicle, and whilst in transit
- Checking passes on a regular basis and transporting only those pupils who can produce a valid, undamaged pass for the vehicle they are attempting to board
- Drivers are not responsible for ensuring that a child gets off at the correct stop, or for disciplining children
- Drivers are entitled to take action to ensure the safety and well being of all persons transported, which includes recommending to the school that a child should be withdrawn from the transport

## Having Problems?

Please contact

Aldworth School

Western Way

Basingstoke

RG22 6HA

Tel: 01256 322691

Website: [www.aldworth.hants.sch.uk](http://www.aldworth.hants.sch.uk)

E-mail: [enquiries@aldworth.hants.sch.uk](mailto:enquiries@aldworth.hants.sch.uk)