



CODE OF CONDUCT FOR USE OF SCHOOL BUS SERVICE

Pupils

At the bus stop:

- Always arrive in good time.
- You should wait on the pavement, in a safe position well back from the road.
- You must behave sensibly without upsetting or endangering other pedestrians and traffic.
- Do not go near the vehicle until it has stopped.
- Do not push to get on the bus.

On the bus:

- You must listen to the driver and do as he or she says. The driver's job is to drive the bus safely, not to supervise the passengers.
- Find a seat quickly without pushing.
- Wear the seat belt throughout the journey.
- Do not move about the bus except when it has reached its destination.
- Keep the gangway and emergency doors clear so that other people can leave the vehicle safely.
- Your personal conduct on the bus must be impeccable as boisterous behaviour could distract the driver, which is dangerous.
- Do not swear, use bad language or shout.
- Do not play music through personal speakers or through the minibus sound system.
- You must not eat or drink on the bus and must take any litter off the bus with you.
- Do not damage or leave graffiti on the vehicle or interfere with emergency doors, safety belt fastenings or window fittings. Your parents will be charged for any damage you cause.
- Report any incident or damage to the driver when safe to do so, preferably when the vehicle has stopped.
- If there is an accident or breakdown, stay calm and quiet and follow the driver's instructions.

At your destination:

- You must not take off your seatbelt until the bus has reached its destination and stopped.
- You must make sure that you have all your belongings, such as bags, coats and litter, as you leave the vehicle. If you have forgotten anything, you should contact the School Office.

Unacceptable behaviour will not be tolerated and action will be taken if you do not follow these guidelines. In serious cases, or following the issuing of a warning, the School reserves the right to suspend or disallow the individual to use the bus service.

Remember – While you are on the bus you are still subject to all School rules

Parents and Guardians

- Please make sure your child arrives at the pick-up point in good time in the morning, and where necessary is supervised until the bus arrives.
- If unsupervised, please make sure your child knows what to do if the bus is late or does not arrive.
- If arriving at the pick-up/drop-off point in a car, please park in a designated parking space and do not cause an obstruction to other road users.
- Please make sure you arrive at the drop-off point in good time to meet your child when the bus returns from School.
- Please make your child aware of the dangers of behaving in a disorderly way. Please ask them to act sensibly whilst on the vehicle and at the bus stop, for their own and others' safety.
- Please ask your child to show the driver respect and follow any instructions he or she may give. Please encourage them, also, to remain seated at all times and wear a seat belt. Drivers' primary function is to transport children from home to School. They may not be able to do this if children misbehave on the vehicle.
- Please notify the Facilities Assistant immediately of any changes to your transport circumstances and especially if your child / children is / are not going to be using our bus service. You can contact us via email – transport@truoschool.com – but no later than 15.00 on the day of travel.
- If you have any concerns about school transport contact as above.

Disciplinary Procedures Following Breach of the Code of Conduct

Following report of an incident of unacceptable behaviour or such behaviour that contravenes the School Bus Service Code of Conduct, the incident will be investigated. If we find one or a group of pupils is at fault, we will contact their parents or guardians to inform them what has happened and the action we are taking. Depending on the seriousness of the incident, and the history of any previous incidents the pupil has been involved in, the course of action will be:

- Warning letter
- Suspension or ban from School transport.

In the event of a suspension or ban it will be the parent or guardian's responsibility to take their child to and from School. The School shall not be liable in respect of any claim for compensation or damage arising from such exclusion and in particular shall not be liable to refund any pre-payment of the termly fare covering the period of exclusion.