



ASSISTED SCHOOL AND COLLEGE TRANSPORT CODE OF CONDUCT FOR PUPILS AND STUDENTS

INTRODUCTION

This Code of Conduct is for pupils and students travelling between home and school or college by bus or coach provided free or partly funded by Conwy County Borough Council. All pupils and students benefiting from this facility must agree to abide by the Code. Parents and legal guardians of those under 18 years of age must also sign to indicate that they have read and understood the Code of Conduct and to agree to support it.

The journey to and from school or college should be a comfortable and enjoyable experience carried out as safely as possible. Unfortunately the experience is often spoilt or made hazardous by the misbehaviour of an irresponsible minority.

This Code describes the standard of conduct expected on buses and coaches and the consequences to be expected if the Code is broken. Conwy County Borough Council's Home-School Transport Policy states that: *'Parents/guardians have responsibility for their children's behaviour while using school transport and their understanding of the rules about this.'*

Students 18 + over must take responsibility for their own behaviour while using school Transport

PASSES

Pupils and students entitled to assisted transport may be issued with official passes at the beginning of the academic year. When a pass has been issued it must be carried on all school or college journeys and must be shown, on request, to any authorised person.

Certain passes may require a photograph of the holder to be affixed to it. Where this is the case, the pass is not valid unless the photograph is securely fixed to it.

Some passes may be numbered to correspond with a numbered seat on the bus or coach. In this case, the pass holder must sit in the appropriately numbered seat.

If a pass is lost you must apply for a replacement at a cost of £5.00. A temporary travel pass may be issued until payment is received and a new pass is issued.

A damaged pass will be replaced for a fee of £2.00 if the pass is returned.

The Authority must be informed of any change of address. The pass must be returned if the pupil or student leaves the area or ceases to attend the school or college.

JOINING AND LEAVING THE BUS

Many serious accidents have occurred when school pupils have been getting on or off a bus. These

incidents have usually been due to carelessness or disorderly behaviour.

When waiting to board a bus, queue in an orderly manner and get on to the bus without rushing or pushing your way past others. If waiting at a stop for the bus to arrive, stand at least one metre away from the kerb or edge of the carriageway until the bus has stopped completely.

Show your pass to the driver as you board the vehicle.

When getting off a bus, wait for it to stop completely and the doors to fully open before you leave in an orderly manner. Stand well clear of the bus whilst the doors close and the vehicle moves off. Tragic accidents have occurred because items of clothing have become trapped in the doors as they close.

If you need to cross the road after leaving the bus, please follow the highway code. In any case, never cross in front of the vehicle.

DELAYED TRANSPORT

Transport may sometimes be delayed. You should wait at the bus stop or pick up point for 20 minutes before making alternative arrangements. You should inform the school of the situation at the very earliest opportunity.

NOTE: Parents and guardians are responsible for the safety of children before they get on and after they get off the bus at their home stop or pick up point.

CONDUCT WHEN ON THE BUS

Misbehaviour during the journey may cause nuisance or create danger for fellow passengers and other road users.

Seating

For your own safety and the safety of others you must remain seated during the journey. If the vehicle is equipped with seat belts they must be worn. Standing on the platform beside the driver is expressly forbidden, as is standing upstairs on a double deck bus. You must not sit upstairs on the front bulkhead with your back to the windscreen.

Breakdowns

If the vehicle breaks down, you should remain seated unless told to leave the vehicle by the driver. Pupils leaving the vehicle against the driver's advice do so at their own risk.

Emergency Exits

It is extremely dangerous to tamper with emergency exits. They are to be used only in a genuine emergency and must not be opened at any other time.

Vandalism

Any form of vandalism will be viewed as an extremely serious matter. This includes any form of damage to the interior or exterior of the vehicle, including spitting, depositing chewing gum, graffiti, any kind of damage to seats, seat-belts, windows etc.

PARENTS/STUDENTS MAY BE REQUIRED TO PAY FOR ANY DAMAGES

Throwing objects

Throwing objects from and within a vehicle is a dangerous practice and will be regarded as a serious offence.

Bullying

The school or college's policy on bullying will apply.

Assault

Any form of assault on any other passenger, bus supervisor, or the driver, whether physical assault or verbal abuse, will be regarded as a serious offence.

Smoking

Smoking on school transport is prohibited.

Consumption of drugs or alcohol

The consumption of alcohol or any illegal substance during the journey is prohibited.

Misconduct

Any behaviour which may be considered offensive by other passengers, bus supervisor, or the driver, is unacceptable. This includes foul language, horseplay or any other inappropriate behaviour.

FAILURE TO ABIDE BY THIS CODE OF CONDUCT Pupils and students who break any aspect of this Code of Conduct will be reported to the Authority and appropriate action will be taken. Travel passes will be withdrawn from those guilty of serious offences or persistent misconduct.