



OLDBURY WELLS SCHOOL CODE OF CONDUCT

SCHOOL TRANSPORT

At the Coach pick-Up/Drop off point

- Always arrive in good time and make sure you have your buss pass with you. You must show the bus pass to the driver each time you get on the coach. If you can't produce a pass, you may not be allowed to travel.
- Remember: **NO PASS may mean NO TRAVEL!**
- You should wait on the pavement, in a safe position away from the road. You must behave sensibly without upsetting residents or endangering other pedestrians and traffic.
- Don't go near the coach until it has stopped.
- Do not push to get on the coach.
- Make sure that you are getting on the coach to which you are allocated.

On the Coach

- Find a seat quickly without pushing.
- Fasten your safety belt - you must wear it.
- You must listen to the driver and do as he or she says. The driver's job is to drive the coach safely, not to supervise young people.
- Do not move about the coach until it has stopped.
- You must not misbehave when you are on the coach. This is dangerous and could distract the driver. If you need to say something important wait until it is safe to do so.
- Report any incident or accident to the driver when safe to do so, preferably when the coach has stopped.
- You must not eat, or drink on the coach. Take any litter off the coach with you.
- Do not damage or leave graffiti, or interfere with emergency doors, safety belt fastenings or window fittings. Parents/Guardians will be charged for any damage which you cause.
- Do not use bad language.
- Keep the gangway and emergency doors clear so that other people can leave the coach safely.
- If there is an accident or breakdown, stay calm and quiet and follow the driver's instructions.

At Your Destination

- You must not try to get off the coach until it has come to a complete stop.
- You must make sure that you have all your belongings, such as bags, coats and litter, as you leave the coach. If you have forgotten something you should contact the School Office.
- You must not try to get back on the coach after you have got off; this is in case it moves off suddenly.
- Older pupils should help to see that younger pupils are well clear of the coach after they have got off.
- You must not cross the road close to the front or rear of a coach or any other vehicle, being able to see clearly both ways. Where possible, use a pedestrian crossing.

Remember – Be polite and courteous at all times. You are representing yourself, your family and your School. Don't let them down!

- 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 warnings, the school reserves the right to suspend or disallow the right of an individual to use the coach service. Parents/Guardians will then be responsible for transporting you to School.

Parents and Guardians

- Please ensure that your child is accompanied to the bus stop, or they follow a safe route to the bus stop and that they know the safest crossing places.
- You are responsible for ensuring that your child has a pass each time they board their coach. Drivers are required to check passes. If your child fails to produce one, he or she may be refused transport. You will then have to make alternative arrangements, at your expense, to get your child to school until a pass can be produced.
- Your child has been placed on a particular coach. It is important that they travel on this and not another coach. It is important that the school and bus operator knows who is on the coach in case of accident or emergency.
- School staff will perform regular spot checks to ensure the presence of a valid bus pass.
- If your child loses or damages their pass, please contact the School Office to purchase a new one.
- Please make your child aware of the dangers of behaving in a disorderly way. Ask them to act sensibly whilst on the coach and at the bus stop, for their own and other's safety.
- Make sure your child knows what to do if their coach is late or does not arrive.
- Please ask your child to show the driver respect and follow any instructions he or she may give. Please encourage them also to always remain seated and wear a seat belt where fitted. The driver's primary function is to transport children from home to School. They may not be able to do this if children are misbehaving.

- Please notify the staff of the School Office immediately of any changes to your circumstances or concerns. If your child no longer needs the bus pass, please return it to East Office.
- Payments should be made monthly in advance as per Payment Options.
- Refunds against transport will only be processed under the circumstances of a national lockdown.

Please Note – you will be held responsible for any vandalism by your child. It will be treated as criminal damage.

Disciplinary Procedures Following Breach of the Code of Conduct

Following report of an incident of unacceptable behaviour or such behaviour that contravenes the School Transport Code of Conduct, the incident will be investigated. If we find that one or a group of pupils is at fault, we will contact their Parents/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 may be:

1. Warning letter
2. Final warning letter
3. Suspension or ban from School transport.

In the event of a suspension or ban, it will be the Parent's/Guardian's responsibility to take their child to and from school. The contractor and school will be informed of the action taken so that they can ensure that any suspension or ban is upheld. In cases of criminal behaviour, the police will be informed.

The School's Commitment

We will:

- Deal with your queries and requests promptly.
- Try to issue bus passes within five working days.
- Provide contractors with up-to-date information on pupils authorised to travel on their buses.
- Plan journeys to minimise journey times whilst providing a cost-effective and efficient service.
- Investigate thoroughly and impartially all incidents reported and complaints made. We will respond to the complainant as soon as the investigation is complete.
- Regularly monitor the safety and quality of School transport: safety of School transport is our primary concern.
- Treat everyone equally and fairly, according to the conditions of our policies and contracts.