

School Transport Code of Good Practice for Pupils

Before your journey:

- Your parents should ensure you are at the bus stop in good time (at least 5 minutes before the scheduled pick-up time) and accompany you if necessary
- If your parents do not take you to and from the bus stop, make sure you follow the safest route
- Wait in an orderly manner away from the road. When your bus has stopped to pick you up, board one at a time and without pushing
- Always have your bus pass ready to show the driver. You could be refused travel or asked to pay a fare if you don't have one
- If your bus is late, wait at the stop for 30 minutes before contacting your parents, school or bus operator

During the journey, remember to:

- **Have respect for yourself**
 - Find a seat as soon as possible and remain seated, facing forward, wearing your seatbelt (where fitted) AT ALL TIMES
 - Put your bags and equipment in the luggage rack or under your seat
- **Have respect for others**
 - Do not bully others, shout or use abusive or offensive language
 - Do not distract the driver whilst he is driving
- **Take responsibility for your actions**
 - Do not eat, drink or smoke on the bus
 - Do not throw objects around or do anything which could damage any part of the bus. Your parents may be charged for any damage you have caused.
 - Do not operate doors under any circumstances, or ring the bell unless you want the bus to stop
 - CCTV cameras are in use and drivers are instructed to report bad behaviour

At the end of your journey:

- Remain seated until the bus has stopped
- Take all your belongings with you (including litter!)
- Get off the bus in an orderly manner, and cross the road after the bus has moved off and when it is clear
- If necessary, your parents should meet you at the drop-off point

PLEASE NOTE:

- You should be well behaved at **all times**
- If you have a free pass, you should regard that as a **privilege**
- If you make a nuisance of yourself or cause damage on a bus, you are likely to have your right to travel **withdrawn**
- It will then be your parents' responsibility to make their own arrangements to ensure you get to school.

*******Always follow the driver's instructions, especially in the event of an emergency or breakdown and report anything that concerns you to your school, parent of the Passenger Transport Unit. Don't forget...You are a representative of your school and are expected to treat your bus with consideration and other passengers with courtesy*******