

CODE OF CONDUCT FOR PUPILS WHO USE HOME TO SCHOOL TRANSPORT

We want you and all other passengers to stay safe and travel in comfort. You must agree to the following code of conduct before we issue your bus pass. Your school and parents (or carers) will be alerted if you do not keep to this code and we will withdraw your transport assistance if breaches are reported to us.

1. Your bus pass

1. Carry your bus pass with you whenever you travel to and from school.
2. Be ready to show your pass to the bus driver, if it cannot be produced then the driver may refuse transport.
3. Only use your pass to travel on the route that has been approved.
4. Do not use anyone else's pass or allow another person to use yours. This is a criminal offence and a bus operator may choose to take action against you.

If you lose your pass, contact the county council's Integrated Transport Unit who will arrange a replacement. A fee will be payable for a replacement pass. Telephone the ITU on 01452 425387.

2. Your pick-up point

5. You are responsible for getting to your bus's pick up point.
6. Arrive at the pick-up point before your bus is due. The bus will run to a timetable and will not wait if you are late.
7. If a bus is late, be prepared to wait at the pick up point for 20 minutes but no longer. Agree with your parents what to do if the bus does not arrive (e.g. return home or go to a friend's house to organise alternative transport).

3. Keeping safe when getting on and off the bus

8. Queue sensibly, well away from the edge of the road.
9. Allow passengers leaving the bus to get off before you try getting on.
10. Get on and off the bus in an orderly way so you do not hurt yourself or other passengers.
11. If you need to cross the road once you have left the bus, make sure the bus has been driven away so you can see other vehicles and their drivers can see you.

4. On the bus

12. Stay in your seat once you are on the bus and always use the seatbelt if one is provided.
13. Do **not** speak to or distract the driver unless there is an emergency.
14. Do **not** stand in front of the driver on the stairwell.
15. Do **not** use emergency exits or doors unless the driver instructs you to, or if there is a genuine emergency.
16. Do **not** eat, drink or smoke on the bus.

17. Foul, abusive language and bullying will not be tolerated.
18. Do **not** carry real or replica weapons.
19. Do **not** throw items or damage the inside or outside of the bus. If damage is caused the police will be contacted.
20. If the bus breaks down or is involved in an accident, follow the driver's instructions. Do not leave the area unless given specific approval by the driver.

You need to be aware that many bus operators monitor the behaviour of passengers using CCTV. CCTV footage will be used as evidence if drivers or passengers are hurt or the bus damaged.

For more information on evacuation of school buses, please read the County council leaflet – Safe Exit.

If you breach any of the points within this Code of Conduct, the County Council has the right to withdraw transport assistance at any time. For further information please refer to the "Sanctions for Unacceptable Behaviour" procedure.