



Allendale Primary School School Transport Code of Conduct

Aims:

Everyone has the right to feel safe when using home school transport or when going on trips during school hours. This document sets out our expectations and standards for all pupils using school transport so that they experience safe and secure journeys.

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
- You should always carry your bus pass ready to show the driver if requested. If you lose your bus pass tell your parents as soon as possible so that they can contact school transport to arrange a replacement.
- If your bus is late, wait at the stop with your parents until they decide to either contact the bus company or school. If you are at the stop by yourself, wait for 10 minutes then return home immediately.

When the bus arrives:

- Find a seat as soon as possible and remain seated, facing forward, wearing your seatbelt **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 when the bus is on route. Doors must only be operated in an emergency.
- Remain seated until the bus has stopped
- Take all your belongings with you (including any litter!)
- Get off the bus in an orderly manner
- If appropriate, your parents should meet you at the drop-off point

PLEASE NOTE:

- You should be well behaved at all times
- The bus driver is encouraged to report any bad behaviour to school or your parents
- If you make a nuisance of yourself or cause damage on a bus, you are likely to have your right to travel withdrawn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
- Report anything that concerns you to your school or your parents

Don't forget...You are a representative of your school and are expected to treat your bus with consideration and other passengers with courtesy