

Bishop Stopford School
School Transport Code of Conduct 2021 / 2022

- 1 Please arrive at your bus stop 5 minutes early. The bus will leave punctually.
- 2 Ensure that you always have your bus pass with you. Keep it available for inspection by the driver or **you could be refused travel.**
- 3 **Buses will only stop at collection/drop-off points as stated on the bus timetable.**
- 4 Be respectful of other students when waiting for and boarding the bus. Do not push.
- 5 You **must** wear a seat belt at all times whilst the bus is moving.
- 6 Do not leave the vehicle once you have boarded. **Students are not allowed to leave the bus for any reason (unless agreed by the driver) whilst the driver is waiting for students at other bus stops.**
- 7 Always remain in your seat during the journey. Do not kneel or stand on any of the seats or walk up and down the aisles.
- 8 Do not behave in a way that is likely to distract the driver. Keep noise to a minimum to ensure the driver can concentrate whilst driving.
- 9 Make sure that your belongings do not obstruct the gangway or take up seat space.
- 10 Please take all your belongings with you when you depart the bus. Any items left behind will be held by the driver when you next board the bus.
- 11 **Eating, drinking and smoking are NOT ALLOWED on the vehicle.**
- 12 If the vehicle breaks down or is involved in an accident or other emergency, you must remain seated if possible and follow any instructions given to you by the driver.
- 13 Behave in a sensible, respectful and safe manner at all times.
- 14 CCTV is in operation on all buses. This will be used for safety and behavioural purposes if necessary.
- 15 **If your behaviour on the school bus is deemed unacceptable, your bus pass may be withdrawn for a period of time and you will have to make alternative arrangements for your transport to and from school.**
- 16 The cost of any damages to the bus caused by students will be charged to parents / carers. In addition, any act of vandalism may be referred to the Police at the discretion of the Bus Company.
- 17 If you miss the bus at the end of the day then you must report to the member of staff on duty and return to the Octagon reception where school will contact home on your behalf.

I/we have read and understand the above Code of Conduct.

Signature of Parent / Carer.....

Signature of Student

Date