

# Code of conduct for pupils on school transport

We have a code of conduct because we want everyone to travel in comfort and stay safe. To make sure this happens, all young people must follow this code of conduct. We know that most of you behave well on the journey to and from school, but sometimes the behaviour of a few can make the journey unpleasant or dangerous for others. If you cannot behave properly, we may not be able to let you use the school transport and your parents will be responsible for getting you to and from school.

While travelling to and from school you are still subject to your school's rules and behaviour policy. This code of conduct is an extension of your school's policy.

## How to be a good passenger

### Do ...

- ✓ Be ready on time. If you are late the vehicle won't be able to wait for you
- ✓ Be polite to the driver, the guide and the other passengers
- ✓ Follow any instruction from the driver or guide
- ✓ Stay in your seat and keep your seat belt on
- ✓ Look after your own belongings and keep them in a safe place
- ✓ Take your litter home with you
- ✓ Tell your school and parents if you see someone behaving badly or bullying someone
- ✓ Make sure you take any necessary medication before you leave home or school

### Do not ...

- ✗ Shout, use bad language or make signs out of the window
- ✗ Start arguments or verbal bullying
- ✗ Engage in fighting or 'play fighting'
- ✗ Hurt anyone on the vehicle
- ✗ Distract the driver except in an emergency
- ✗ Eat or drink
- ✗ Spit
- ✗ Smoke any form of cigarette, including e-cigarettes or vapour cigarettes
- ✗ Use electronic devices (phones, laptops, etc.) to access the internet or take photos/videos
- ✗ Ask to be dropped off anywhere else - the driver can only take you to your normal destination

### If you do not behave properly

- You will be reported to the Head Teacher of your school or college and reminded how to behave
- If you continue to misbehave, we will write to your parents telling them what you are doing wrong and warning them that if you carry on you will not be allowed to travel on the vehicle
- If you still do not behave, we will write to your parents and tell them you cannot travel on the vehicle and that they will be responsible for getting you to and from school every day.
- If you damage the vehicle, you will have to pay for the repairs.

## Information for parents

The Code of Conduct is written for children with a broad range of abilities and behaviours. Please talk to your child about the elements of the code that are relevant to your child.


Transport arrangements are reviewed annually and subject to change throughout the school year. School transport will let you know about changes.

As parents you can support us in providing a good transport service by following this guide:

- Ensure that your child follows the code of conduct
  - Make sure your child is ready in time for their pick up
  - Take your child to and collect them from the vehicle. The driver and guide must stay on the vehicle with the other children.
  - Speak to the driver and guide in a way you would like to be spoken to.
  - You must be at home for your child's drop-off time, unless an arrangement with school transport has been authorised.
  - If you want to make a permanent arrangement, to be used all the time or occasionally, for example, leave your child alone, with a sibling or another adult you must send your instructions to school and the School Transport Team by email or letter. In doing so, you will be accepting full responsibility for your child.
  - If, in the event of an emergency, you are not going to be home, you must phone the school and/or taxi company immediately telling them your estimated arrival time and/or alternative instructions. You may be charged for an excessive waiting time.
- If you are not at home to receive your child and have not made an alternative arrangement, and cannot be contacted, the driver will finish his route and return to your home to wait for you. We may charge you £10 for every 15 minutes past the normal drop off time.
  - You must give us notice, by email, of a house move. If you are still eligible for assistance, it may take time to set this up.
  - Let the School Transport Team know if you no longer need transport or if your child's transport needs change.
  - If you have concerns regarding any aspect of transport or you think others are breaking the Code of Conduct you should tell your child's school in the first instance, then contact us.

### **Solihull Council School Transport Team**

E: [edtrans@solihull.gov.uk](mailto:edtrans@solihull.gov.uk)

 0121 704 6610

**Write your transport provider's contact details here:**