

# Code of Good Practice for Pupils – Bus/Rail Transport

## Before your journey:

Your parents should accompany you, as necessary to and from the bus/rail stop and ensure you are there in good time (at least 5 minutes before the scheduled pick-up/departure time)

Wait in an orderly manner away from the road/track. When your bus/train has stopped to pick you up, board one at a time without pushing

Always have your bus/train pass ready to show the driver/conductor. You could be refused travel or asked to pay a fare if you don't have one

If your bus/train is late, wait at the stop for 30 minutes before contacting your parents, school or bus/train operator. Replacement buses should arrive within 30 minutes. If necessary you may need to catch the next scheduled train

Always follow the driver's/conductor's instructions, especially in the event of an emergency or breakdown and report anything that concerns you to your school, parent or the Passenger Transport Unit

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

## 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/train

Do not throw objects around or do anything which could damage any part of the bus/train. 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/train to stop

CCTV cameras are in use and drivers are instructed to report bad behaviour

**Change in circumstances** – if you move address please contact the Pupil Transport Team on 0300 1234 101. Please do not use the wrong pass for the bus you are boarding – the driver is entitled to refuse travel to unauthorised passengers

## At the end of your journey:

Remain seated until the bus/train has stopped

Take all your belongings with you (including litter!)

Get off the bus/train in an orderly manner, and cross the road after the bus/train has moved off and when it is clear

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/train, 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