

BEHAVIOUR CODE

This Code is intended, in general terms, to meet the requirements of all primary and secondary schools in Norfolk.

This Code does not provide a definitive response to all the concerns regarding school age pupils travelling on buses to school. It is anticipated that individual schools would wish to add to the Code where it is necessary to maintain consistency with existing school policies.

A copy of this Code will be sent to all the parents of pupils travelling on buses to school.

SCHOOLS

The School should:-

- accept responsibility for ensuring that pupils understand the Code of Practice for safety on buses.
- make provision for safe waiting areas and ensure that such areas are supervised to an acceptable level.
- have in place a system which checks the arrival and departure of school buses.
- have a teacher designated for dealing with all matters relating to school buses.

PUPILS WAITING FOR BUSES

- Pupils should not misbehave in the area in which they are waiting for a bus. (This includes pavements next to roads.)
- Pupils will stand well back from the point where the bus is to stop.
- Pupils will not board the bus until permission is given by the driver.
- Pupils will board the bus in single file
- Pushing other pupils is dangerous and increases the chance of someone falling down and being injured.

PUPILS ON MOVING BUSES

During the journey pupils should:

- stay in their seat, while the bus is moving
- never attempt to open or close bus doors or tamper with emergency exits.
- check for loose clothing, belts or any other personal items which could get caught whilst moving around in the bus or when entering or leaving the bus.
- place sports bags/rucksacks out of the way, so as not to cause an obstruction.
- not wear rucksacks whilst seated.
- wear seatbelts if fitted.
- not distract the bus driver by either standing close to them, or by talking to them.
- not smoke or leave litter on the bus. Remember other people use the bus.
- not ring the bell unless wishing to get off at the following stop.
- not throw anything from buses.
- think of others and always behave sensibly.

PUPILS LEAVING THE BUS

- Pupils should never leave a bus until it has completely stopped and the door opened by the driver.

- On leaving the bus pupils will move clear of the door.

Pupils must not attempt to cross the road behind or in front of the bus. Pupils will wait until the bus has moved away.

When walking to or from the bus, remember to follow the Green Cross Code.

GENERAL

All buses are designated as 'NO SMOKING'.

Do not leave litter on the bus.

If you have a bus pass, have it ready to show the driver.

Without it they will not be let on the vehicle without payment.

PARENTS

Parents have a responsibility for the behaviour of their children whilst on the bus to and from school.

Pupils (or those with special transport needs), should be taken to the bus stop or pick up point in good time and supervised until the bus arrives.

Similarly, these pupils need to be met on the return journey.

Pupils who are unaccompanied between home and bus stop should follow a safe route known to the parents.

NOTES

Please remember that in the event of serious or persistent misbehaviour, the Council may exclude your child from using school transport or withdraw a bus pass where one has been issued. Additionally the Bus Operator can refuse entry to the vehicle by such pupils.

It is not always possible to give prior notification of bad weather arrangements.

Acts of vandalism on buses will be investigated and where attributed to pupil(s) they will be subject to disciplinary procedures. Pupils may be charged for damage and in some circumstances the Police may be involved.

Where a pupil is met at the end of a journey by an adult who fails to arrive, that pupil should not be left alone to wait for the adult. The driver should contact their control and the Corporate Transport unit who will advise further action. The pupil will be taken by the transport operator to a place of safety as agreed with the Social Services until you are able to collect them. On public transport drivers will return to the interchange or depot where staff will contact the Transport Assessment Officer or Corporate Transport Unit for further instructions.