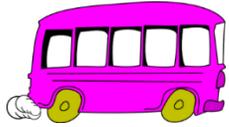
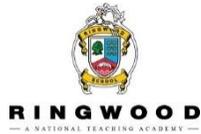


**CODE OF CONDUCT**  
**Information and guidelines for**  
**parents and children**



**Please keep this leaflet**  
**for reference**



**You are agreeing that both you and your child will comply with this Code of Conduct when becoming eligible for transport**

All correspondence regarding school transport should be sent to:

**Email:**  
[bransgorebus@ringwood.hants.sch.uk](mailto:bransgorebus@ringwood.hants.sch.uk)

**Pick-up/drop-off points and times**

**You are entirely responsible for the safety of your child between home and the pick-up point specified by the bus timetable.**

Pick-up points and timetables are determined to make the most

efficient running order for the journey.

**Please** be aware that throughout the year we may need to review and make alterations to routes / timings. We will always give as much notice as possible

**Timings**

Timetables are for guidance only and your child needs to be ready at the pick-up point at least 5 minutes before the scheduled time as the transport will not wait. Passenger Transport advises that it is reasonable for a child to wait up to 20 minutes after the scheduled pick-up time, before making alternative arrangements, or returning home.

If your child misses their pick-up, no alternative transport will be provided. If your vehicle is repeatedly early or late please contact us via the email address above, so that this can be investigated.

Changes to pick-up point can only be arranged by again the email address above.

**Passes**

Where a pass has been issued it **must be carried at all times. Failure to produce a pass may result in travel being refused.**

The pass issued is only valid on the transport to which your child is

allocated and the specific route on the pass.

The pass is not transferable and may be confiscated if your child misuses it, i.e. allows another child to use it or does not behave appropriately on the bus. Parents must make alternative travel arrangements if their child wishes to take a friend home.

If you need a replacement pass please contact School Reception or email us for advice. You are advised that there will be a charge for a replacement pass of £5.

Passes issued, or ordered for your child remain the property of Ringwood School and must be returned on request.

**Behaviour**

You should ensure that your child is aware of our expected appropriate behaviour whilst travelling to school on the bus. The expectations of children on the bus are the same high standard we have across the school as a whole. In the interests of safety children must behave sensibly, **wear their seatbelt** where provided, and must **always remain seated** unless otherwise instructed by the driver. **Parents are responsible for the behaviour of their children whilst travelling and must accept that unacceptable behaviour** e.g. any disruptive, violent, distracting or dangerous incidents including bullying, bad language, vandalism, spitting, kicking

or throwing objects **will lead to further action being taken and the withdrawal of transport.**

**Please be aware also if your child is misbehaving before boarding any vehicle, the driver may refuse to carry them.**

**Serious cases of unacceptable behaviour or damage to vehicles may result in police involvement and/or civil claims for damages**

Some modes of transport are fitted with close-circuit television equipment and Parents are advised that CCTV images may be used to identify culprits.

**Moving Home**

Should your child change their home address or if circumstances change, you must complete a new application form immediately and return any passes to us. Failure to do so may result in a charge being made.

**Please ensure that you advise us of any changes in contact details eg: address/telephone numbers, email addresses as they arise.**

## Exams/After School Activities

No provision is made for exam timetables, work experience or after school activities.

Parents are responsible for any transport required outside of normal school times.

## Pupils are responsible for:

- Only travelling on the bus they have been allocated to and issued a pass for.
- Being at their stop 5 minutes before the bus is due to arrive.
- Queuing and boarding the bus in a sensible manner.
- Carrying their pass at all times. It must be shown on request from the driver, school or the staff of the Passenger Transport Group
- **Bus passes must be intact, legible and not defaced, broken or damaged in any way** and the driver may confiscate or refuse to accept it.
- Always give their name if it is asked for by the driver.
- Finding a seat quickly and being seated with their seat belt on before it moves off. Please note it is not necessarily the driver's responsibility to ensure that their seat belt is secured. You must always REMAIN seated until your stop is reached.

- Please ensure that school bags are stored under their seat, in the luggage rack, or on their lap.
- Not damaging the vehicle in any way. Pupils, or parents, may be asked to pay for any damage.
- Sitting quietly on the vehicle as distracting the driver could cause an accident.
- **NO** eating, drinking, or smoking on the vehicle.
- Taking care if they have to cross the road. Never cross in front of, or close behind the vehicle.
- Following their parents' instructions about what to do if the transport does not arrive, or if travel is refused.

## Parents are responsible for ensuring:

- Their child is fully aware of, and understands their responsibilities listed above.
- Their child fully understands what is expected of them whilst on the vehicle, particularly not displaying unacceptable behaviour as described overleaf.
- Their child knows they must wear a seat belt (where fitted) throughout the journey to and from school, and ensure they know how to put on, fasten and undo a seat belt.
- The safety of their child between their home and the transport pick-up/drop-off point, for both morning and afternoon journeys.

- Their child is familiar with the route, and knows which pick-up point they leave from, and return to, and what to do if the transport is late, fails to arrive, or travel is refused.
- Their child carries a valid pass at all times. Transport may be refused in the morning or afternoon if a child cannot show their pass, and parents should ensure that their child knows what to do in this event.
- Parents must not board the bus.
- Parents should not act in a threatening or abusive way towards the driver, or other pupils either on or around the bus and report any concerns to the school.
- Repeated poor behaviour by their child on the bus will result in the bus pass being revoked for a period of time, or in some cases, indefinitely.

## Driver's responsibilities:

- Ensuring that they know and follow the correct route.
- Taking all reasonable steps to ensure the safety of children when boarding and getting off the vehicle, and whilst in transit.
- Checking passes on a regular basis and transporting only those pupils who can produce a valid, undamaged pass for the vehicle they are attempting to board.
- Drivers are not responsible for ensuring that a child gets off at the

correct stop, or for disciplining children.

• Drivers are entitled to take action to ensure the safety and wellbeing of all persons transported, which includes recommending to the school that a child should be **withdrawn** from transport.