

CTS Bus Ltd  
Unit 5 Aspley Business Park  
Lincoln Street  
Huddersfield  
HD1 6RX

Tel 01484 518908  
Fax 01484 502250  
Mob 07795 152204  
E-mail [seats@ctsbus.co.uk](mailto:seats@ctsbus.co.uk)



Letter to Parents / Guardians

29<sup>th</sup> May 2020

## Schools re-opening slowly - Update

As schools start to open again the number of passengers using the home to school bus service will increase. This is going to be a gradual and ever-changing process and parents should regularly check our website for any updates on a weekly basis. To start using the service parents must advise **cts** of when they are going to use the bus. This pre-notification will continue until a regular schedule can be worked out with school and the bus service providers. The process is as follows.

- 1 Weekly on a Sunday afternoon, before 5.00pm you must send a text message to the above mobile number stating your pass number, Bus Stop and days required. We will respond to confirm your message has been received and understood.
- 2 Passengers must have read and been briefed on the procedures for using the school bus during this difficult time. It is important the process is followed and anyone not prepared will not be allowed on the vehicle.
- 3 All passengers must have their travel pass with them and a personal face covering. Parents must ensure the passenger can put their own face mask on when required, without assistance.

To use the bus passengers must follow the revised procedure and any instructions issued by the driver or member of our team at **cts**. How to use the bus –

- Passengers wait in a single file line at the bus stop and keep 2m apart from other passengers
- Wear a face covering and have their travel pass visible to show the driver
- When the bus arrives wait until the driver gets off the bus and stands clear of the door
- You will then get on the bus, one at a time, showing your pass to the driver
- Use the hand sanitizer gel provided as you get on the bus
- Keep your mask on until you are in your seat. Choose a seat next to a window if possible
- If the seat in front and next to you is empty you can remove your mask when you have put your seat belt on. Stay alert and replace your face covering if someone sits in front or next to you.
- You must remain seated properly and not turn to face others. Keep your bags with you at all times and do not leave any litter or things on the bus. Everything you bring on the bus, you must take off again.
- When leaving the bus, first ensure your face covering is in place and allow people nearest the door to get off first. Gel your hands again as you leave the bus. Exit slowly and do not shout or distract other passengers getting off the bus.
- Keep your face covering on until you are clear of the bus and at least 2m away from all other people.

Passengers are expected to know what social distancing means and know how to determine the correct distance to observe between each other.

It is essential that you ensure your child fully understands what is required and know the importance of behaving responsibly. Anyone not following these guidelines will be asked to leave the bus. The same procedure for getting on the bus at school, as the bullet points above, will be used. See attached info sheets.

Keep Safe  
CTS Bus Team

# Help keep our buses safe

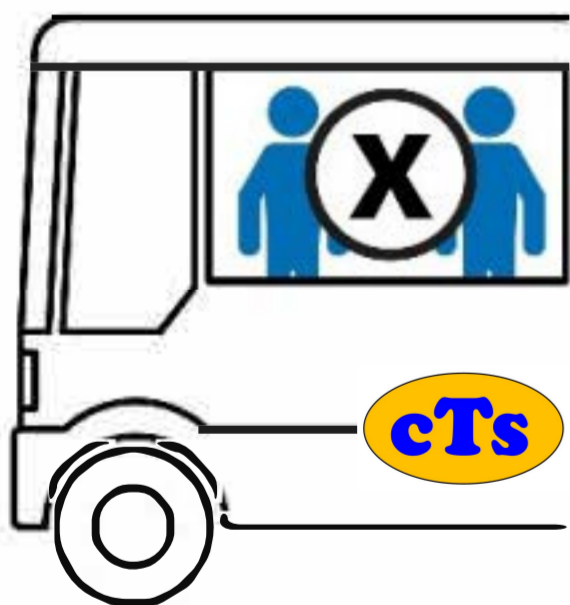
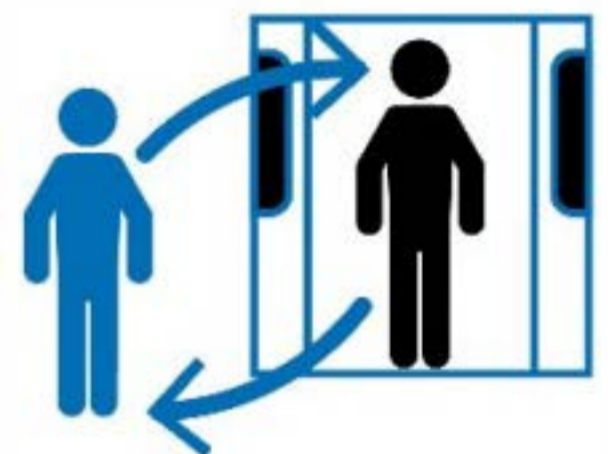


If you feel unwell or have Covid 19 Symptoms do not use the bus



Take a window seat, avoid standing and leave space in front and behind you if possible, otherwise wear face covering

Keep 2m apart, be patient  
Gloves not required, Use hand sanitizer as you get on and off



Do not stand or queue in the aisle or next to the bus driver

If you can, wear a face covering where social distancing isn't possible





Hazard	Risks	Persons Affected	Control Measures
Boarding & Alighting Vehicle	<ul style="list-style-type: none"> <li>Transmission of virus</li> </ul>	All Staff & Passengers	<ul style="list-style-type: none"> <li>Keep 2 Meters apart whilst waiting to board the bus</li> <li>You must wear a face covering when boarding the bus</li> <li><b>Do not use the bus if you do not have your travel pass to show the driver</b></li> <li>Apply Alcohol based hand gel when boarding and alighting vehicle</li> <li>Wear a face covering when moving around the vehicle</li> <li>Keep all luggage to a minimum and keep it with you</li> <li>Do not wear disposable gloves on the bus – <b>Gel Well !!!</b></li> </ul>
On Board	<ul style="list-style-type: none"> <li>Close contact with others</li> <li>Transmission of virus</li> </ul>	All Staff & Passengers	<ul style="list-style-type: none"> <li>Leave a Safe distance when walking in the vehicle</li> <li>Sit in a window seat if available</li> <li>Wear your face covering if someone is in the seat in front or beside you</li> <li>Keep bags on your knee or by your feet on the floor</li> <li><b>Remain seated correctly and wear your seat belt</b></li> <li><b>Only sit next to someone if they are a member of your own household or if no window seat is available.</b></li> </ul>
Communication with other passengers	<ul style="list-style-type: none"> <li>Transmission of virus</li> </ul>	All staff & Passengers	<ul style="list-style-type: none"> <li>Avoid talking to other passengers who you do not live with</li> <li>Do not shout or make unnecessary noise</li> <li>Keep alert so you are aware of others near you</li> <li>Wear face covering if people move close to you</li> </ul>
Communication with Driver	<ul style="list-style-type: none"> <li>Transmission of virus</li> </ul>	All staff & Passengers	<ul style="list-style-type: none"> <li>Have your pass so the driver can see it clearly from a distance</li> <li><b>Do not use passenger bell</b> – Driver will pull up at every stop</li> <li>Keep as far away from driver as possible</li> <li>Talk to driver only if necessary</li> <li>Wear face covering when talking to driver</li> <li><b>Do not use the bus if you do not have your travel pass to show the driver</b></li> <li><b>Be aware driver may be wearing face covering and face shield</b></li> </ul>

**Do not travel by bus or coach if you feel unwell or have symptoms of Corona Virus**