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Our Code of Practice – involves everyone

The Code of Practice explains the roles and responsibilities of everyone involved in running a successful School Bus service. Make sure you are aware of your part in making the journey as safe and pleasant as possible.

Children agree to:

- Be at the pick-up point 5 minutes before the bus is scheduled to arrive, and wait for the bus on the pavement well back from the road
- Have their passes ready for the driver
- Wait until the bus has stopped before trying to get on or off
- Wait until the bus had moved off before crossing the street
- Sit in a seat and fasten their seat belt quickly for the entirety of the journey
- Not distract the driver and to cooperate with any requests from the driver or **CTS** staff.
- Not smoke, eat or drink on the bus
- Not act in a way which is dangerous to themselves, or anyone else
- Treat the driver with respect and follow their instructions
- Not leave litter on the bus
- Have consideration for other passengers and not use offensive language. If a child's behaviour is unacceptable to the driver or other children, or endangers other people the driver can legally insist the child leaves the bus and can ask the Police to enforce this
- Behave appropriately. Bad behaviour will lead to a child being temporarily or permanently excluded from the School Bus service.
- Take care of the bus. Causing damage to the bus will result in the child or his/her parents/guardians having to pay the bus company for the cost of repairs and could also lead to prosecution
- Report any dangerous behaviour by other children to their driver, parents/guardians or teachers. Remember, serious misbehaviour could lead to the bus company withdrawing the service where it cannot be run safely
- Not to take pictures or record video of passengers whilst on the school bus.



The parents and guardians agree to:

- Help their children know and follow the safest route and use appropriate crossing places between home and the pick-up point.
- Remind children to conduct themselves appropriately at pick-up points or on buses. by;
- Waiting for the bus to pull away before crossing the road
- Not crossing immediately in front of or behind the bus
- Never opening any door on the bus except in an emergency
- Never throwing anything out of the bus window
- Not distracting the driver, for example by fighting or shouting on the bus
- Make sure children have the correct money or ticket, and all passes with them and ready for the driver
- Ensure their child knows what to do if the bus is late or does not arrive
- Make sure their child is aware of the financial consequences of vandalism on the bus. Payment to the bus company for any damage caused by a child will be the parents/guardians responsibility
- Ensure their child knows how to make contact with the emergency number for **cTs** - 07795 152204

School Bus drivers agree to:

- Follow the scheduled route and timetable, stop at all designated points to pick up and drop off children, and notify their bus company if there are any problems in adhering to the timetable
- Ensure that only passengers with a valid School Bus Pass for that service travel on the bus
- Report any incident of misbehaviour. If needed, assistance from bus company staff, **cTs**, the school or the Police will be sought
- Complete an occupancy check to ensure everyone is off the bus and for lost property at the end of each journey. Report all lost property to **cTs**, Label it with date, time and route, hand in to your depot office
- Not leave the pick-up point until all children are seated
- Ask an adult to act as a guide if it is necessary to reverse the bus, activate reverse buzzer and only reverse before setting down, or after picking up, children
- Co-operate with requests of **cTs** staff who may ride on the bus at any time whilst on the school journey.
- Make sure luggage is safely stowed, and the gangway and emergency exits are not obstructed
- Enforce the certified capacity of the bus and follow the Highway Code at all times
- Not to smoke at any time on board the school bus or within 15 metres outside the bus.
- Not to use a mobile phone while driving the bus. If required stop where safe to do so to make essential call