

Southfield School
School Transport Code of Conduct 2017 / 2018

- 1 Always be punctual
- 2 Ensure that you always have your bus pass with you and keep it available for inspection or **you could be refused travel**
- 3 Behave sensibly at the pick-up point
- 4 **Buses will only stop at timetabled collection points.**
- 5 Do not push towards the bus when it arrives or when boarding
- 6 You **must** be seated and wear a seat belt at all times
- 7 Do not leave the vehicle once you have boarded. **Students are not allowed to leave the bus to visit the shop whilst the driver is waiting for students at other Bus Stops.**
- 8 Always remain seated during the journey. Do not kneel or stand on the seats, or walk up and down the aisles.
- 9 Only speak to the driver in an emergency or when he/she is not driving.
- 10 Do not behave in a way that is likely to distract the driver and remember that excessive noise can disturb the driver and could lead to an accident.
- 11 Make sure that your belongings do not obstruct the gangway or take up seat space.
- 12 **Eating, drinking** and smoking are not allowed on the vehicle.
- 13 Take care when leaving the bus and allow the bus to move off before crossing the road.
- 14 If the vehicle breaks down or is involved in an accident, follow any instructions given to you by the driver. In the event of an emergency please remain seated on the bus until further instructions are given.
- 15 Behave sensibly and safely at all times.
- 16 I am aware that CCTV is in operation on all buses. This will be used for safety and behavioural purposes where necessary.
- 17 **Remember, your bus pass may be withdrawn for a period of time if your behaviour on the school bus is unacceptable and you will have to find alternative arrangements.**
- 18 Cost of any damages caused by Students will be charged to parents / guardian. In addition, any act of vandalism can be referred to the Police at the discretion of the Bus Company.