



SCHOOL BUS SERVICE: CODE OF CONDUCT

Please spend some time reading over this code of conduct with your child(ren). Although pupils are not on the School premises, they remain subject to the School's behaviour policy while travelling to and from School. Our behaviour policy is available on the School's website - [Key Information - Derby High School](#)

Any incidents of unacceptable behaviour will not be tolerated and reported incidents will be fully investigated. This may lead to a pupil being given penalty points and/or detentions, and the School reserves the right to suspend or permanently remove a pupil from the school bus service. If a pupil is banned from using the bus, the responsibility of ensuring a pupil attends School regularly remains with the parent/guardian.

Pupils must agree to:

At the bus stop

- Always arrive at your stop in good time (at least five minutes before the scheduled time)
- Wait on the pavement, in a safe position well back from the road. Behave sensibly without upsetting/disturbing local residents or endangering other pedestrians and traffic.
- Do not go near the vehicle until it has come to a stop.
- Do not push to get on the bus.

On the bus

- Find a seat quickly, without pushing.
- Wear your seatbelt at ALL times.
- Keep seated at ALL times.
- Treat the bus driver and your fellow passengers with respect.
- Listen to the driver's instructions and do as the driver asks.
- You must not misbehave when you are on the transport. This is dangerous and could distract the driver. If you need to say something important please wait until it is safe to do so.
- Report any incident or accident to the driver when safe to do so, preferably when the vehicle has stopped.
- You must not eat or drink on the transport.
- Take any litter off the bus with you.
- Do not damage or leave graffiti on the vehicle, spit, or interfere with emergency doors, safety belt fastenings or window fittings. Your parents will be charged for any damage which you cause.
- Do not use bad language.
- Keep the gangway and emergency doors clear so that other people can leave the vehicle safely.
- If there is an accident or breakdown, stay calm and quiet and follow the driver's instructions.

At Your Destination

- Do not get off the bus until it has stopped.
- Make sure that you have all your belongings, such as bags, phone, coats and litter, as you leave the vehicle. If you have forgotten something you should contact Student Reception.
- Do not try to get back on the vehicle after you have got off it, in case it moves off suddenly.
- Older pupils should help to see that younger pupils are well clear of the vehicle after they have got off the bus.
- You must not cross the road close to the front or rear of a bus or any other vehicle. You must be able to see clearly both ways. Where possible, use a pedestrian crossing.
- Remember – be polite and courteous at all times. You are representing yourself, your family and Derby High School.
- Unacceptable behaviour will not be tolerated and action will be taken if you do not follow these guidelines. Penalty points will be given or in very serious cases, or following the issuing of penalty points, the School reserves the right to suspend or disallow the right of an individual to use the bus service. Your parent or guardian will then be responsible for transporting you to School.
- If you have any concerns about safety or behaviour on the bus, report them to Miss Jordan.

Parents and Guardians

- Where necessary, and for all Primary School pupils, please ensure that children are accompanied to the bus stop or agreed pickup point. Please make sure they arrive in good time, and are supervised until the bus arrives. If your child is unaccompanied please ensure they follow a safe route to the bus stop and that they know the safest crossing places.
- You are responsible for ensuring that your child is booked on the school bus, via the Kura transport app.
- Your child has been allocated to a particular vehicle. It is important that they travel on this and not any other vehicle. It is important that the School and bus operator knows who is on the vehicle in case of accident or emergency.
- If your child wishes to bring a friend home with them, a special arrangement should be made through the Kura app. This is to ensure that there is a seat available for them.
- Please make your child aware of safe behaviour for bus journeys. Please ask them to act sensibly whilst on the vehicle and at the bus stop, for their own and others' safety.
- Please make your child aware of the consequences of poor behaviour.
- Where necessary, ensure that your child is met when the transport returns from School.
- Where transport is provided to or from your home, please be ready in good time to meet the vehicle and, if necessary, assist your child into, or out of, the vehicle.
- Please treat bus drivers with courtesy and respect.
- Make sure your child knows what to do if the transport is late or does not arrive.
- Help drivers to do their job of getting children to their destinations safely. Please ask your child to show the driver respect and follow any instructions he or she may give. Please encourage them, also, to remain seated at all times and wear a seat belt when fitted. Drivers' primary function is to transport children from home to School. They may not be able to do this if children misbehave on the vehicle. Please Note – you will be held responsible for any vandalism by your child.
- If you have any concerns about school transport contact Student Reception.

Disciplinary Procedures Following Breach of the Code of Conduct

Following report of an incident of unacceptable behaviour or such behaviour that contravenes the School transport code of conduct, the incident will be investigated. If we find one or a group of pupils is at fault, we will contact their parents or guardians to inform them what has happened and the action we are taking. Depending on the seriousness of the incident, and the history of any previous incidents the pupil has been involved in, and action taken will be in line with School's behaviour policy.

In the event of a suspension or ban it will be the parent or guardian's responsibility to take their child to and from School. The contractor and School will be informed of the action taken so that they can ensure that any suspension or ban is upheld. In cases of criminal behaviour the police will be informed.

The School's Commitment

We will:

- Deal with your queries and requests promptly.
- Provide contractors with up-to-date information via the Kura app on pupils authorised to travel on the school buses.
- Plan routes to minimise journey times whilst providing a cost-effective and efficient service.
- Investigate thoroughly and impartially all incidents reported and complaints made. We will respond to the complainant as soon as the investigation is complete.
- Regularly monitor the safety and quality of School transport: safety of School transport is our primary concern.
- Treat everyone equally and fairly.