



Mayfield

Minibus Users Guide for Parents and Pupils



Pupil Conduct on Minibuses

- Always arrive in good time whether this is for morning pickups or after School. Where the journey is during normal School hours make sure you are familiar with the meeting time/location and ensure that you get yourself there in good time.
- If the meeting place is near a road you must wait on the pavement, in a safe position, well back from the road. Behave sensibly without upsetting local residents or endangering other pedestrians and traffic.
- Do not go near the vehicle until it has fully stopped.
- Always fasten your seatbelt even when the vehicle is stationary or in traffic. Accidents can still occur even when vehicles are stationary.
- Listen to the driver's instructions. Do not distract the driver whilst they are driving and if you need to bring something to their attention wait until the vehicle has come to a stop.
- Do not move about the bus, except when it has stopped.
- Report any incident or accident to the driver when the vehicle has stopped.
- You may eat and drink, with the permission of the driver.
- If using headphones be mindful of those around you and do not distract others with loud music or other similar noise. Remember that for your own safety you may need to hear instructions from the driver so keep the volume low.
- Take any litter off the bus with you.
- Keep the gangway and 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.
- Make sure that you have all your belongings such as bags, coats and litter, as you leave the vehicle. If you have forgotten something please contact the Travel Co-ordinator as soon as possible.
- Do not try to get back on the minibus after you have got off in case it moves off suddenly.
- Do not cross the road close behind or in front of the minibus, or any other vehicle. You must be able to see clearly both ways. Where possible use a pedestrian crossing.

This guide is for the safety of passengers and the driver. Please allow everyone to enjoy the journey.

Vehicles and Drivers

- All our minibus drivers are professional drivers, which means they hold a full D1 classification on their licence. To acquire this classification, our drivers have taken an additional theory, hazard awareness and practical test. They also attend periodic CPC training courses to keep their licence valid.
- All drivers have had DBS enhanced checks and have regular medical checks in compliance with VOSA/ROSPA (government guidelines).
- All our vehicles are maintained to a high standard. Daily vehicle safety checks are carried out and we have a reporting system so that any defects are rectified immediately.
- We, may at times, have to use cover drivers, and will always use Mayfield trained drivers, but on occasions we may use the services of a taxi company.

Notes for Parents

Please ensure that your daughter arrives at the morning departure point 5 minutes prior to the departure time. The driver is instructed to leave on time and will not be able to wait for latecomers, or check to see if you are on your way. This also applies to the return journey when the driver will not be able to wait if there is no one to meet your daughter (unless you have instructed the Travel Co-ordinator that she is able to make her own way onwards). He will continue on the route and try to contact you at the last stop. In the event that he is unable to reach you, your daughter will be brought back to School.

If your daughter is not going to be using the bus on a particular day, please send a text message to the driver. **Contact should only be between the parents and the driver and NOT the pupil and the driver.**

Storage space for bags is limited, and it would be helpful if your daughter could avoid bringing everything for the entire week on a Monday morning.

The buses depart at 18:10 Monday to Thursday from the minibus bay. The departure time on FRIDAYS will be at 16:45. At the end of terms, departure will be 13:30 and immediately prior to half term holidays, the buses will leave at 16:45. If your daughter is not on the bus by departure time, the driver is not expected to wait or check to see if her arrangements have changed. However, if you wish to text him to advise of a change, that would be helpful.

In the event of snow/adverse weather conditions, you will be contacted by the School regarding the procedure.

Please note that you are required to give four weeks' written notice if your daughter no longer wishes to use the minibus.

If you have any other queries or concerns please do not hesitate to contact me.

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