RISHWORTH

CODE OF CONDUCT FOR PUPILS USING SCHOOL TRANSPORT (HOME TO SCHOOL AND RETURN SERVICE).

The over-riding principle that sits behind this Code of Conduct is that we expect the very highest standard of behaviour from all members of our community. We expect everyone to behave in a responsible and considerate manner and have regard for the very significant responsibility that we all have as representatives of the school. This includes the neat and proper wearing of uniform to and from school.

The following Code of Conduct has been formulated to ensure the safe and orderly use of School transport:

At the Bus stop

- Always arrive in good time
- You should wait on the pavement, in a safe position well back from the road, you must ensure you are observing social distancing advice.
- You must behave sensibly and be mindful that you are representing the School.
- Do not try to enter the vehicle until it has fully stopped and the driver invites you to alight.
- Do not push to get on the bus.

On the Bus

- Find a seat quickly without pushing.
- Always fill the seats on the bus from the back, leaving a space between yourself and other students to properly observe social distancing.
- Safety belts are to be fastened as soon as the students are seated, and must remain so throughout the journey.
- You must follow the Rishworth School Rules.
- You must listen to the driver and do as he or she says.
- Do not move about the bus except when it has stopped.
- 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 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 the vehicle in any way. Parents will be charged for any damage caused by students.
- 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.
- Parents should understand that buses to and from school are public buses and that use of the service remains an agreement between parent and the bus operator. The School has no direct control or supervision on the buses.

A your destination

RISHWORTH

- You must not try to get off the bus until it has stopped and you have permission from the driver to exit.
- You must make sure you exit with all of your possessions such as; bags, coats and litter. If you have forgotten something you should contact the School Office.
- You must not try to get back on the vehicle after you have exited, 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.

The Schools Commitment

- Assist Zeelo to deal with your queries, communications and requests promptly.
- Provide our Travel Operator; Zeelo, with up-to-date information on pupils authorised to travel on their buses.
- Plan journeys to minimise journey times whilst providing a cost-effective and efficient service.
- Regularly monitor the safety and quality of School transport: safety of School transport is our primary concern.
- Treat everyone equally and fairly, according to the conditions of our policies and contract.

Procedures following a breach of the Code of Conduct

If an incident of unacceptable behaviour or such behaviour that contravenes the School Transport Code of Conduct is reported, the incident will be investigated following the Rishworth School investigation and disciplinary process. However, in very serious cases, where it is considered that the safety of the vehicle, pupils or other road users would be put at risk by allowing a pupil to continue to travel, exclusion from transport may start immediately and without written notice. In such cases, the school or Transport Operatives will attempt to contact parents/carers to make them aware of the situation and arrange for them to collect the pupil from school.