

BUS TRANSPORT - STUDENT SAFETY AND CODE OF CONDUCT

Reviewed September 2025

Conditions of Bus Travel & Safety Requirements

- When catching the bus in the morning you are expected to wait safely and off the road at the bus stop and not approach your bus until it has stopped
- Students must carry their **FLIPPER CARD** with them at all times **AND TAP ON**
- Students can only travel on the bus they have allocated
- Students cannot bring friends home with them
- Your driver will let you off your bus in the College bus bay
- At the end of the day you should walk to the bus bay and only get on your bus if your driver says you can
- You must walk on the paths in the bus car park
- When getting off the bus at your stop do not cross the road until the bus has left
- For reasons of safety and the good reputation of the College, you must behave sensibly when waiting for and travelling on the bus
- If seats are available, you must remain seated at all times. The driver is in charge and must not be distracted
- If there are no seats and standing is allowed on your bus, you must stand still, hold on at all times and not distract the driver
- Any damage done to the bus must be paid for within 14 days or you will not be allowed to travel on the bus until the damage is paid for
- If your behaviour is unsatisfactory the driver will contact the College and bus travel will be restricted

To ensure the safety of all passengers on school buses at all times students must agree to the following conditions:

- At the bus-stop do not play on the road or try to get on the bus before it has stopped
- Make sure you and your belongings are inside the bus at all times
- Do not throw anything from a bus window or have anything hanging out a window
- Place bags and other belongings in the allocated storage areas or under seats
- Get on and off the bus quietly and in an orderly manner
- Stay in your seat while the bus is moving
- Do not distract drivers with screaming, shouting or unruly behaviour
- When you get off the bus only cross the road when the bus has left and it is safe to do so
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans
- Seat belts must be worn where fitted

To ensure passengers are considerate to one another and their bus driver, students must agree to:

- In the morning, arrive at the bus-stop 5 minutes prior to departure
- Do not eat or drink while on the school bus
- Get on the bus service allocated to you. **Do not** change to one that will take you to a friends, sports or social event – you will not be allowed on.

- Use a standard conversational tone and do not call out to others on board or to passing traffic or people
- Listen to the bus driver as they are responsible for maintenance of the school bus safety and also have the authority to report any misbehaviour or vandalism
- Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk

Noncompliance with any of the above conditions may result in the following:

- The driver will stop the bus
 - The offender's name and full details of the breach will be recorded
 - The offender will be carried to school or to their normal drop-off
 - The breach will be reported to the Transport Team and House Coordinator
 - The House Coordinator will take disciplinary measures in accordance with the guidelines below
- In rare and exceptional circumstances – and only as a last resort – drivers are authorised to remove passengers from a bus.

Following the report of a relevant incident, the House Coordinator may take the disciplinary action below:

- **1st offence** verbal warning to student
- **2nd offence** written warning to parent/guardian
- **3rd offence** one week suspension of student from school bus travel
- **4th offence** the student will not be allowed to travel on the school bus for the remainder of the year