

Claremont Fan Court School – School Bus Code of Conduct



Pupils of Claremont Fan Court School who travel to or from school by bus (coach or minibus); their families, teachers, operators and drivers of our contracted coach companies, agree to the following:

Coach Companies & Minibus operators:

1. Commit to providing a reliable, responsible, safe and professional service.
2. The driver is responsible for giving clear instructions to assist in maintaining high behaviour standards of passengers.
3. If a Claremont Fan Court pupil is poorly behaved, this should be reported immediately to the School via the contact person.
4. The drivers have every right to expect Claremont Fan Court pupils to be polite and respectful. If this is not the case, the School should be informed via the contact person.
5. The drivers should be referred to as Mr/ Mrs at all times by all pupils.
6. Pupils will only be allowed to enter the bus in the afternoon once the duty teacher has directed them to do so.
7. The drivers should insist that seat belts are worn at all times. Pupils who do not obey this rule should be reported to the School immediately via the contact person.
8. Pupils should be addressed by the driver firmly, fairly and with an expectation of cooperation.

Claremont Fan Court School commits to:

1. Maintaining an accurate register of bus passengers at all times, which will be held by the Accounts office, Estate and Facilities Office and the Mansion receptionist.
2. Providing duty teachers each afternoon, one per bus, to ensure pupils get on the buses in an orderly way. Pupils should not enter the buses until directed to do so by the duty teacher.
3. Duty teachers take the register confirming passengers each afternoon in the Top Car Park prior to pupils entering the coaches.
4. Duty teacher takes the register confirming passengers each afternoon in Stable Courtyard once pupils are on the minibuses.
5. Include good bus behaviour specifically on the Discipline Code and be active in enforcing it if the Coach Company or a driver informs the School of poor behaviour via the contact person.
6. Operating its own minibuses in accord with the best practice contained in this code and in other guidance.
7. Nominate a **contact person** for the bus companies to liaise with – currently **Mrs Anthea Butler**.

Pupils travelling on the buses commit to:

1. Acting responsibly at all times.
2. Responding promptly and positively to the driver's instructions at all times.
3. Wearing a seat belt at all times.
4. Being respectful to the driver at all times.
5. Being caring to fellow passengers at all times.
6. Taking care of placing bags so as not to impede others or impeding entry and exit from the bus.
7. Following the rules of the School and the Discipline Code.

Procedure for any pupil failing to abide by this code:

1. An oral warning will be issued and a file note taken.
2. If a second offence is committed, a written warning will be issued.
3. If a third offence is committed, the pupil will be removed from the bus for a period of time to be determined by the Head of Year.
4. If a fourth offence occurs, the privilege of riding on the bus will be permanently removed.

The above **School Bus Code of Conduct** is available on the school website, as well as in the Parent Information booklet. It is a requirement for all passengers to read and commit to the terms above, when using the service either on an ad hoc basis or for regular travel.