

## 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. 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.
7. 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, to ensure pupils get on the buses in an orderly way.
3. Duty teachers take the register confirming coach passengers each afternoon in the top car park.
4. School drivers take the register confirming passengers each afternoon in Stable Courtyard once pupils are on the minibuses.
5. Monitoring behaviour on buses and responding to concerns raised by drivers, coach companies, pupils or their parents.
6. Operating its minibuses in accord with the best practice contained in this code and in other guidance.
7. Nominating a contact person for the bus companies to liaise with.

### 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.
7. Following the rules of the school and the behaviour policy.

### Failure of a pupil to abide by this code will result in:

Sanctions being imposed in line with the school's behaviour policy. The sanction used will reflect the seriousness and/or frequency of the reported misdemeanour and may include:

1. A referral.
2. A detention and written warning.
3. Temporary suspension of the privilege of using school transport.
4. Permanent loss of privilege of using school transport.

The above **School Bus Code of Conduct** is available on the school website, as well as in section 10.8 of the parent information booklet and school behaviour policy. 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.