

HOME TO SCHOOL /COLLEGE CODE OF CONDUCT

ADVICE TO & RESPONSIBILITIES OF PARENTS & CARERS

- Ensure your child has read and understood the pupil Code of Conduct (see separate document) and you have both signed and returned the appropriate slip to your child's school.
- Ensure that your child arrives at the bus stop safely in the morning and reaches home safely from the bus stop in the afternoon.
- Ensure your child arrives at the bus stop at least 5 minutes before the bus is due at that stop.
- Ensure unaccompanied children know the safest route between home and the bus stop and the safest crossing points on their route.
- Ensure your child always has their bus pass and/or correct fare to travel to and from school. [Transport Drivers/Operators will make necessary checks that your child is permitted to travel and have the right to refuse to carry a pupil without a pass.]
- Teach your child to think about their own and others' safety on the way to the bus stop, at the bus stop and on the bus.
- Teach your child the importance of waiting for the bus in an orderly, courteous and calm manner.
- Ensure your child knows what to do if the bus does not arrive within 30 minutes of the scheduled time, or if access onto the bus is refused.
- Encourage your child to use a seatbelt where provided on transport.
- Ensure your child is aware that in the event that the bus has to make an unscheduled stop, he/she must follow the driver's instructions and **not** leave the vehicle. If your child leaves the vehicle, they do so at their own risk and neither the Driver/Operator, nor Cambridgeshire County Council's Education Transport Service is responsible for that child.
- Under exceptional circumstances, you may be asked to assist in the transportation of your child.
- If your child behaves anti-socially or causes damage at the bus stop or on school transport, he/she risks being banned from using the transport in line with Cambridgeshire County Council's transport policy.
- It is your financial responsibility to meet the costs for repair or replacement of equipment or property damaged as a result of your child's actions.
- If your child is either temporarily or permanently banned from school transport, it is your responsibility to ensure your child continues to attend school.

For lost or damaged bus passes, if your circumstances change and you no longer require a bus pass, or if you have any concerns or queries about school transport, please telephone:

01223 717772 if you live in Cambridge, East or South Cambridgeshire;
01223 717104 if you live in Fenland, Huntingdonshire or Gamlingay.



HOME TO SCHOOL /COLLEGE PUPIL CODE OF CONDUCT

MY RESPONSIBILITIES AS A BUS USER

I understand that because I have a *right* to travel on home to school transport, I have a *responsibility* to behave well. I will never act in a manner that may compromise the *safety* of others.

BEFORE THE SCHOOL JOURNEY

- I will be at the bus stop at least 5 minutes before the bus is due at that stop.
- I will wait at the bus stop for 30 minutes before leaving the bus stop to find an alternative means of getting to school. I will notify the school that I may be late, or ask someone to do this for me.
- I will wait in an orderly, courteous and calm manner.
- I will keep away from the kerb and well clear of other traffic.
- I will keep well clear of moving school buses.
- I will only board the school bus when it is stationary.
- I will wait patiently for my turn to board the bus.
- I will always show my bus pass to the driver as I board the bus.

DURING THE SCHOOL JOURNEY

- Once on board the bus, I will find a seat quickly and remain seated and facing forward until the bus has stopped at school on the morning journey and at my designated bus stop in the afternoon.
- I will always wear a seatbelt where provided.
- I will never distract the driver or be discourteous.
- I will not be abusive or shout at the driver or other passengers.
- I will treat other passengers with care and respect and not bully other pupils.
- I will not vandalise the vehicle or other people's property.
- I will not smoke, drink alcohol or consume illegal substances.
- I will not carry an offensive weapon, real or replica.
- I will not throw objects from or within the bus.
- I will not leave litter.
- I will keep my possessions out of the aisles.
- I will not open the emergency doors (unless in an emergency).
- I will follow the driver's instructions if there is an emergency or breakdown.
- I will report any concerns I have about the school journey to my school's Transport Liaison Officer.

AT THE END OF THE SCHOOL JOURNEY

- I will not operate any exits (unless in an emergency).
- I will wait patiently for my turn to leave the bus.
- I will keep my belongings with me and ensure they are not snagged in the door mechanism.
- I will stand back from the road as the bus moves off.
- If I need to cross a road, I will only do so once the bus has moved off and the road is clear in both directions.





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MY RESPONSIBILITIES AS A TAXI USER

I understand that because I have a *right* to travel on home to school transport, I have a *responsibility* to behave well. I will never act in a manner that may compromise the *safety* of others.

BEFORE THE SCHOOL JOURNEY

- I will be ready and waiting for the taxi at least 5 minutes before it is due to arrive.
- I will telephone the taxi company, or ask someone to do this for me, after waiting for 15 minutes for the taxi to arrive.
- If the taxi is delayed, I will notify the school that I may be late, or ask someone to do this for me.
- I will wait in a courteous and calm manner.
- I will keep well clear of any traffic.
- I will only board the taxi when it is stationary.

DURING THE SCHOOL JOURNEY

- I will remain seated and facing forward until the taxi has stopped at school on the morning journey and at my designated drop off point in the afternoon.
- I will always wear a seatbelt.
- I will never distract the driver or be discourteous.
- I will not be abusive or shout at the driver or other passengers.
- I will treat other passengers with care and respect and not bully other pupils.
- I will not vandalise the vehicle or other people's property.
- I will not smoke, drink alcohol or consume illegal substances.
- I will not carry an offensive weapon, real or replica.
- I will not throw objects from or within the taxi.
- I will not leave litter.
- I will follow the driver's instructions if there is an emergency or breakdown.
- I will report any concerns I have about the school journey to my school's Transport Liaison Officer.

AT THE END OF THE SCHOOL JOURNEY

- I will keep my belongings with me and ensure they are not snagged in the door.
- I will stand back from the road as the taxi moves off.
- If I need to cross a road, I will only do so once the taxi has moved off and the road is clear in both directions.





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MY RESPONSIBILITIES AS A PEDESTRIAN

I understand that because I live in a community, I have a *responsibility* to behave well. I will never act in a manner that may compromise the *safety* of others.

- I will always follow the Highway Code.
- I will walk on the pavement, away from the kerb.
- I will always use safe crossing points and not run across the road.
- I will not spit or drop litter.
- I will not consume illegal substances.
- I will not swear, or be verbally abusive to those I am travelling with or any one else in the community.
- I will not walk in a large group, behave in a threatening manner or be physically abusive to those I am travelling with or anyone else in the community.
- I will not bully anyone.
- I will not trespass on other people's property.
- I will ensure that I can be seen by road users, by wearing high-visibility clothing, as appropriate.

