



# Bus Behaviour Guidelines

**This guidance is applicable to: the Wolds Learning Partnership (WLP)**

## Version 1.0

The main aim of this document is to provide specific policy and guidance on pupil/student bus behaviour for the Wolds Learning Partnership and how this relates to the current ERYC Buswise scheme operated in secondary and primary schools.

Safe travel and good behaviour on buses are essential for the school's reputation in the community and with the bus companies. The schools maintains close links with the bus companies and will investigate all incidents of misbehaviour or damage on buses.

All pupils/students who travel on a 'free' bus must have a pass. This is a concessionary pass (provided via the LEA and with photographs of the pass holder) and can only be used on council contracted services.

These passes will be available at the start of September term for all pupils/students who regularly travel to school by bus. A two week pass amnesty operates at the start of each year. By acceptance of the pass pupils/students and parents agree to abide by the school bus behaviour guide, code and pass conditions.

The school manages behaviour on buses by knowing which pupils/students travel on buses. Any misbehaviour can then be followed up against pupils/students who breach this code.

Bus passes are the key to effective management of behaviour on the buses. The school will keep up-to-date bus lists of names. Bus drivers will check bus passes as pupils/students get on a bus.

### Replacement Passes

Replacement pass application forms and temporary passes are available via the school office. Replacement passes will be charged at the current rate by the ERYC.

### Bus Behaviour Code

All pupils/students who travel on buses will be provided with a copy of the **Bus Behaviour Code** when issued with their pass in September. This code will be regularly enforced by duty staff and the bus company staff. The Bus Behaviour Code is designed to ensure safe travel on school buses.

### Late / Missing Bus

If buses are late pupils/students will be asked to wait inside the school gates until they arrive. They must not walk home. A member of staff will supervise pupils/students whilst they wait. Parents should contact the school if the bus does not arrive in the morning and school will then contact the bus



company. If a pupil/student misses the bus they should make every effort to attend school, but should not walk into school.

### **Bus Fares**

Duty staff have no responsibility for collecting fares. That is the responsibility of the bus company. Pupils/students departing school without the correct fare and boarding a bus could be refused access by the driver.

### **Buswise**

#### **General**

Buswise is a partnership between pupils/students, schools, parents, ERYC and local bus companies. The aim of this is to ensure that everyone has a safe and pleasant journey using either the school bus or public transport.

Buswise is a package of measures designed to address all areas of home to school transport and includes:

- Educational sessions for primary & secondary school pupils/students
- Behavioural expectations
- Clear disciplinary guidelines for schools
- Single point incident reporting system for pupils/students, parents, schools & operators
- Driver customer care training

#### **Educational Sessions**

Educational training sessions will take place commencing with Y6 students during their final summer term at primary school and take the form of interactive seminars discussing safety and undesirable/dangerous behaviour. Similar sessions will be given to Y8 students during the autumn term and will be provided by the ERYC and bus operators.

#### **Behavioural Expectations**

Clear behavioural expectations have been provided to students in the form of the **Bus Behaviour Code**. In addition to this the Buswise programme of educational training sessions, pass conditions and appropriate sanctions are designed to ensure students have clear guidance on what is unacceptable behaviour and the consequences should this occur.

#### **Disciplinary Guidance for schools**

Where breaches of the behaviour code have occurred, the ERYC will work with the Headteacher and staff to ensure that, within the scope of current ERYC & WLP policy and procedure, pupils/students are dealt with in the appropriate manner and the necessary actions taken. This might include:

- Warning letters for minor offences
- Short, medium or long term ban
- Permanent ban
- Payment of damages
- Prosecution where justified and appropriate and following a police investigation



## **Reporting of Incidents**

To ensure that a consistent and uniform method of reporting incidents is available to all stakeholders, the Buswise programme has a single point reporting system that can be accessed either via the ERYC Buswise website or telephone. This also ensures that timely actions are taken and an appropriate level feedback provided to the person making the complaint.

To ensure that reported incidents are dealt with by the appropriate channel, the ERYC single point of contact will act as a coordinator to ensure that information is passed to:

- The school for pupil/student behaviour issues
- The service provider (ERYC contract, pass, timetable issues)
- The operator

Whenever possible staff should refer anyone wishing to complain or report an incident directly to the Buswise line as this will ensure that the correct people are contacted and the necessary traceable documentation is completed. However, under certain circumstances this may not be practicable especially in cases where immediate action might be required by school staff to deal with a specific incident. In this scenario, contact should be made with the ERYC at an appropriate point.

## **Driver Customer Care Training**

Bus operators and the ERYC will be responsible for customer care training of school bus drivers and particularly issues relating to child protection and confrontation.



## **BUS BEHAVIOUR CODE**

All pupils/students who travel on buses must follow the bus code to ensure safe travel.

1. Show your pass to the driver. Please note you may only travel at reduced fare if you show the concessionary pass to the driver. You will be asked to pay full fare if you do not have your pass.
2. Keep your ticket for inspection.
3. Remain in your seat until you have reached your stop.
4. Standing is not allowed on any buses while the bus is moving.
5. Do not sit on the ledge of the front window on the top deck of the bus.
6. Do not open the emergency exits.
7. Do not lean out or throw objects out of windows.
8. Do not distract the driver.

***SMOKING IS NOT ALLOWED ON ANY OF THE BUSES***

***THE HEADTEACHER, EAST RIDING OF YORKSHIRE COUNCIL AND THE BUS COMPANY  
RESERVE THE RIGHT TO CONFISCATE YOUR PASS FOR ANY MISBEHAVIOUR OR MISUSE  
OF THE PASS***