



**Students Transport
Code of Conduct
Hylands School**

Working with the Kennal Academies Trust

Essex County Council Planning Department issues a Code of Practice booklet which includes behaviour expectations for pupils. These are listed below:

- Always be punctual.
- Carry your travel pass with you, ready for inspection. If you have lost your pass, you will be required to pay your own fare if travelling on a public service. If you are unable or unwilling to pay you will not be permitted to travel. Replacement passes for the public services can be obtained from the operator of the service. The operator will make a charge for this service. Pupils travelling on contract buses should explain to the driver that they have lost their pass and arrange with the Passenger Transport Co-ordinator Branch (PTCB) to issue a replacement ticket immediately. A charge will be made for this service. Make sure you insert a photograph of yourself in your photo card, if one is issued with your ticket. The ticket will not be valid without it.
- Queue at the pick up point in a sensible manner, away from the road.
- Do not push or rush towards the vehicle when it arrives. This is dangerous as you may push someone into the path of the moving vehicle.
- Find a seat quickly and quietly without pushing.
- You must wear a seat belt at all times if one is available for you.
- Always remain seated throughout the journey. If travelling on a public service bus or train you may be required to stand for a short distance.
- Do not kneel or stand on your seat. It is dangerous and accidents have resulted from it.
- Only speak to the driver in an emergency or when he/she is not driving. Remember excessive noise can disturb the driver and could cause an accident.
- Wait until the driver has stopped before getting up from your seat.
- Make sure your belongings do not obstruct the gangway or use up valuable seat space.
- Make sure you have all your belongings when you leave the vehicle (but be prepared to leave your belongings behind in the event of an emergency).
- If you do forget something, take great care how you return to the vehicle, as the driver may be pulling away; in that case, do not try to stop the vehicle. It will be necessary for the operator to be contacted so that you may retrieve your belongings.
- If you have to cross the road after you leave the vehicle, wait until it has moved off and you can see the road is clear both ways.

- Smoking, drinking and eating on school transport are not allowed. Tampering with emergency equipment, for example the emergency doors, is not allowed.
- Do not drop litter.
- Inevitably there will be occasions when the vehicle fails to arrive on time. It is expected that you should wait 30 minutes at the pick up point before returning home. Please inform your school immediately of the reasons for your late or non-arrival.
- If you should miss your afternoon transport, return to your school and report to the member of staff responsible for transport.
- If a vehicle breaks down or is involved in an accident, follow any instructions given to you by the driver.
- Always have consideration for other passengers using the vehicle. These could be fellow pupils or members of the public.
- Please behave sensibly and safely at all times. Do not spoil the journey for anyone else.
- If any pupil displays behaviour that is unacceptable, full details will be given to the Headteacher. It may also be necessary to inform the Passenger Transport at the Local Authority. Travel may be withdrawn if a pupil's behaviour is felt to present a danger to other pupils or passengers on the vehicle or other road users.
- When travelling by rail, keep well away from the track and overhead power lines. Use authorised routes to and from the platform.
- Never attempt to leave the train whilst moving or between stations unless you are instructed to do so by an official in an emergency.