

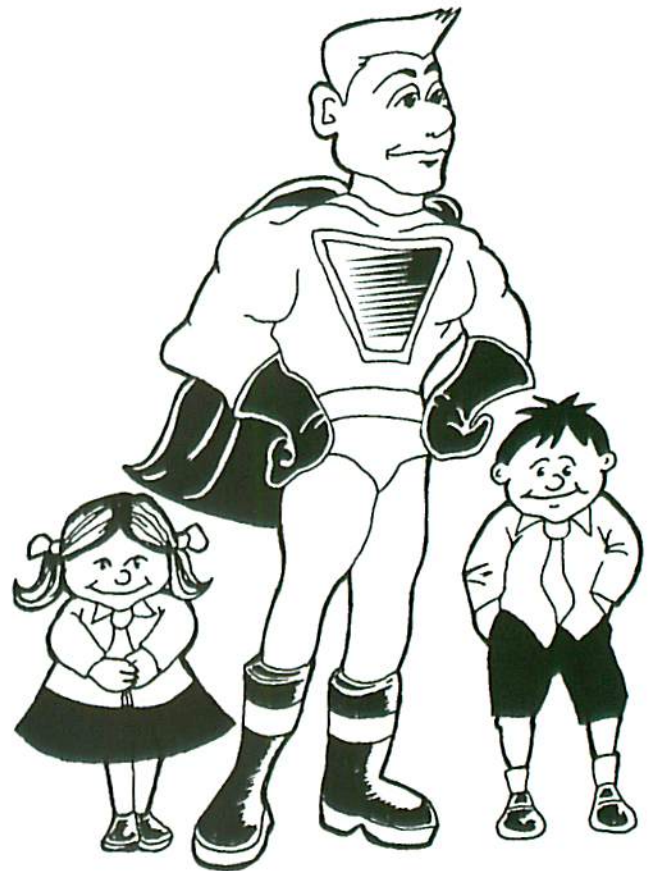
4 Smoking

- 4.1 Smoking is not permitted on vehicles on school contracts. Attendants should endeavour to ensure that this is enforced and must not smoke themselves.



NOTE: The above should not be taken as a complete list of good practices.

Code of Conduct for attendants of school transport vehicles



current at January 2009

www.spt.co.uk



This Code of Practice is issued on behalf of education authorities for whom SPT acts as agent

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Contractors are responsible for taking all reasonable care of the pupils temporarily in their charge. These guidelines concern the safety of passengers on normal operation, in the case of breakdown and other emergency, and for dealing with misbehaviour of pupils on the transport. In any of these circumstances the driver of the vehicle should be the person who decides on the appropriate action to take, unless the attendant on that particular vehicle is his superior in the management structure of the company. Attendants should therefore take this into consideration in carrying out their duties. **Operators must ensure that drivers and attendants are suitably briefed to cope with these possibilities.**

1 Safety during normal operation

- 1.1 Attendants should ensure pupil safety when boarding or alighting and be at or near the platform at these times.
- 1.2 Aid the driver in ensuring that before moving off all doors are properly closed and that no coats, bags, etc are caught in the mechanism of the door from inside or outside.
- 1.3 Discourage children from crossing in front of the vehicle.
- 1.4 Aid the driver in ensuring that the number of passengers does not exceed the permitted number.
- 1.5 Ensure that all doors and emergency exits remain free of any obstruction, giving a clear exit in the case of emergency.
- 1.6 Ensure that pupils remain seated whilst travelling.
- 1.7 When the vehicle is en route pay attention to both decks.
- 1.8 Attendants must not stand beside the driver whilst the vehicle is in motion or obstruct his view through the windscreen.
- 1.9 While the vehicle is in motion attendants must not have a conversation with the driver except when it is necessary for the safety of the pupils.
- 1.10 Attendants must be aware of legal responsibilities for the wearing of seatbelts on school transport vehicles which vary



depending on the type of vehicle and the age of the pupils. If difficulties are experienced in gaining co-operation from pupils in the wearing of seatbelts then the problem should be reported to the child's head-teacher in writing through the management of the company.

2 Safety in case of breakdown or accident

- 2.1 In case of breakdown or accident the driver will normally instruct the pupils on the vehicle to stay on the vehicle if he requires to leave it to summon assistance and in this case the attendant must remain with pupils, except on motorways.
- 2.2 Where contracts use motorways specific instructions are issued by SPT which **MUST** be followed.



3 Misbehaviour by pupils on transport

- 3.1 In the first instance this behaviour is likely to come to the attention of the attendant. The attendant should warn the child about his/her behaviour and ask him/her to stop it and it may be that this will often be sufficient action.
- 3.2 In the case of more serious misbehaviour or repeated misbehaviour the attendant should take all reasonable steps to identify properly the pupil concerned. He may request the assistance of senior pupils on the bus to identify the child responsible for this behaviour and season ticket or pass as proof of identity. Having identified the child he should report the incident either to the child's head teacher or supervisor either himself or through the driver.

