



Code of conduct for

Safe school travel

a guide to the responsibilities of pupils and parents



East Dunbartonshire Council
www.eastdunbarton.gov.uk

Putting safety first

East Dunbartonshire Council and Strathclyde Passenger Transport are working with transport operators to provide the best possible service to school pupils and their families. Our main concern on services to and from schools is the safety and welfare of all pupils, other users and staff. To maintain high safety standards, we rely on the good behaviour of pupils and that's exactly what we get from the vast majority. Unfortunately, there is a small percentage of pupils whose behaviour falls below acceptable standards. The aim of this leaflet is to improve these standards by explaining exactly what is and what is not acceptable behaviour. It also outlines the responsibilities of all pupils and their parents. Finally, it describes the sanctions that may be taken against pupils who fail to behave responsibly.

Parents are encouraged to take time to read over this leaflet with their child and ensure they understand its content.

Everybody benefits - Responsible behaviour makes life easier for everybody. So remember, when you're travelling to and from school, follow these simple rules.

How to be a model passenger

Pupil's responsibilities

- arrive at the pick up point in good time
- **behave** sensibly and stand on the pavement at the pick-up point while waiting for the transport to arrive
- when the transport arrives, **wait** for it to stop completely before trying to get on
- **do not** push and shove or rush for the door
- board the transport in an **orderly** manner and if you have a pass have it ready
- if you have a pass, it should be produced when boarding the transport
- if your transport doesn't turn up in the morning within 20 minutes of your usual pick-up time you should return home or to a destination advised by your parents. If the transport doesn't turn up in the afternoon you should return to the school
- do not run after a **moving vehicle**

On the transport

- find a seat and **remain seated** for the duration of your journey
- wear a seat belt at all times if there is one available
- standing is **not** allowed except in an emergency situation
- **do not** stand on the platform, stair or top deck
- if you experience or witness bullying on the transport please report it to the school.

Getting off the transport

- wait until the vehicle has stopped before you try to get off
- **do not** push as you leave the transport
- if you have to cross a road make sure you cross at a safe point and not immediately in front or behind the transport
- **make sure** you have a clear view of the road in both directions.

Do

- **stay seated** while the vehicle is moving
- **wear** seat belts where fitted
- **always** behave in a responsible and orderly manner
- **respect** the needs of other users
- when the driver or other staff makes a reasonable request, **always** follow this advice
- enter and leave the vehicle by the **correct** door.

Don't

- **do not** smoke, swear, spit or drop litter
- **do not** damage the vehicle in any way
- **do not** ring the bell unnecessarily or tamper with the emergency exit
- **do not** write graffiti on the vehicle
- **do not** throw objects around or out of the vehicle or at the school transport vehicle
- **do not** distract the driver
- **do not** act in a silly or dangerous manner.

Parent/Guardian responsibilities

It is your responsibility to:

- ensure your child's safety to and from the pick up point
- ensure your child behaves on school transport
- co-operate with the school and Education Authority if your child is having behavioural problems on school transport
- ensure your child does not leave home without the appropriate pass (if they have one) - passes will be checked on school services
- encourage your child to understand the section explaining pupil's responsibilities
- support any sanctions taken by the school or Education Authority in the event of misbehaviour on school transport
- make sure your child knows what to do in the event the transport fails to arrive
- make sure your child knows the importance of wearing a seat belt at all times if there is one available.

Sanctions

- parents may receive a **formal letter** of complaint about their child's behaviour from the school or Education Authority
- pupils may be **excluded** from school and/or school transport on a temporary or permanent basis as a result of serious or repeated misbehaviour
- parents may be asked by the operator to **pay** for any damages caused to the transport
- serious incidents may be **reported** to the police.

Please note:

Video cameras are fitted to some school transport vehicles. This may be used in deciding the sanctions to be applied.