

Minibus Code of Conduct: Students

Failure to observe these rules may lead to a temporary or permanent exclusion from the bus:

1. Normal school rules apply, including dress code. Phones may be used on the bus, but must not be used while waiting on school site. No photographs or filming will be allowed on the bus.
2. Students must be registered on each journey. This ensures both schools are aware who is on the bus in case of an accident or other emergency. This is a safety rule and must be observed.
3. Pupils may board or alight from the bus only at the designated stopping places and in an orderly way without pushing. They must never approach a moving bus. They must not attempt to join or leave the bus when, for example, it is brought to a halt at other places by traffic conditions.
4. Tampering with any part of the minibus or its equipment is forbidden.
5. Inappropriate or offensive language or behaviour towards others will not be tolerated. This includes homophobic, transphobic, sexist, racist or other discriminatory language whether in conversation or directed towards others.
6. Inappropriate conversations or conversations that raise concern will be reported to the Post 16 team.
7. Inappropriate behaviour or language towards drivers, or any attempt to distract them from driving, will not be tolerated and will lead to instant suspension from the bus.
8. Musical instruments, PE kit, laptops or phones and other property are individual student's responsibility. The School cannot accept liability for their loss or damage. Pupils should take care on every journey to make sure they do not leave any property on the bus.
9. Seat belts must be worn at all times when the bus is moving and pupils will remain seated. Standing or moving in the aisle is strictly prohibited except when boarding and alighting from the bus. The wearing of seatbelts is a legal requirement.
10. Pupils are expected to comply with all reasonable requests from the driver relating to their own Health & Safety e.g. if the driver requires noise levels to be reduced, windows to be closed etc. then that authority rests solely with the driver and is absolute.

I have read and understood the Mini Bus Code of Conduct Contract, as above. Should I infringe any aspect of this code of conduct, I may be subject to the curtailing of my use of the mini bus service – at the school's discretion.

Signed (Student) Print name

Date.....

School Minibus Code of Conduct: Staff

Driver will:

- Be aware of who is on the bus and remind students to register via QR code/sign out with their host school but WILL NOT be expected to register students.
- Follow the routes and timings agreed and shared with students and other stakeholders.
- Inform the Post 16 Administrator promptly if there are issues with routes or timings, such as disruption due to road works.
- Arrange cover in the event they are not available to drive their planned schedule.
- Remind students that conversations on the minibus are not confidential.
- Report any inappropriate conversations or safeguarding concerns to post 16 administrator or Leader of Post 16.
- Report any dress code issues or behaviour incidents to Post 16 Administrator. The driver is not expected to act on or challenge these unless it is affecting their ability to drive safely.

Signed (Staff) Print name

Date.....