

Minibus Code of Conduct: Students

Our minibuses have CCTV for monitoring external traffic and also for observing behaviour on board, as part of the school's safeguarding policy. Failure to observe the below 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 will register using the QR code provided on the bus to ensure there is an accurate register in case of an accident. If students, for any reason, are unable to register using the QR code, they must inform the driver immediately.
3. Students 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. Students should take care on every journey to make sure they do not leave any property on the bus.
9. Seat belts must be always worn when the bus is moving, and students 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. Students 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.

It is the students' responsibility to be at the pick-up point on time. **The bus will not leave before the designated time.** The bus may occasionally be late due to traffic, and students must wait for it.

Please Note: *Students in Year 12/13 who travel between consortium schools and have passed their driving test must provide written permission from a parent or guardian to drive themselves between schools. Otherwise, they should continue to use the minibus.*

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

Signed (Student) Print name

Date.....

Parental Consent for Student Self-Driving Between School Sites (Post-16)

Dear Parent/Carer,

As part of our Post-16 provision, some students may need to travel between school sites for lessons. The school provides a **minibus service** for this purpose. However, some students may wish to drive themselves instead.

To ensure clarity and safety, we require parental consent for any student who chooses to self-drive as an alternative to using the school-provided transport.

Student Name: _____

Year Group/Tutor: _____

I, the undersigned, give permission for my child to drive themselves between school sites for the purpose of attending scheduled Post-16 lessons.

I understand and acknowledge the following:

1. Responsibility and Liability

- a. The school cannot accept responsibility for the wellbeing, safety, or conduct of students while they are driving or travelling between sites.
- b. It is the responsibility of the student and their parent/guardian to ensure that the student holds a valid driving licence, is insured to drive the vehicle, and that the vehicle is roadworthy and taxed.

2. Parking Arrangements

- a. Due to limited space, students are **not permitted to park on school premises**.
- b. Students must make arrangements to park **off-site** in a safe and legal manner.

3. Conduct and Expectations

- a. Students are expected to behave responsibly and in accordance with the law while driving.
- b. Any misuse of this privilege may result in the withdrawal of permission to drive between sites.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Student Signature: _____

Date: _____

School Minibus Code of Conduct: Staff

Driver will:

- Be aware of who is on the bus and remind students to register/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.....