

# Code of Conduct for pupils using contract transport

This Code of Conduct is for pupils travelling to mainstream schools on contract transport, with guidelines for their parents, schools and drivers.



## What is Contract transport?

Contract transport is the term used for vehicles hired by the Environment Department on behalf of the Children's Services Department specifically to transport children to and from school.

Parents are reminded that they are responsible for the behaviour of their children whilst travelling. Unacceptable behaviour may lead to transport being withdrawn from the child. Some vehicles are fitted with closed-circuit television equipment. Parents are advised that CCTV images may be used to identify culprits and bring legal charges or claims, in the event of misbehaviour or vandalism.

## Terms used:

**Unacceptable behaviour – any disruptive or violent behaviour including bad language and vandalism.**

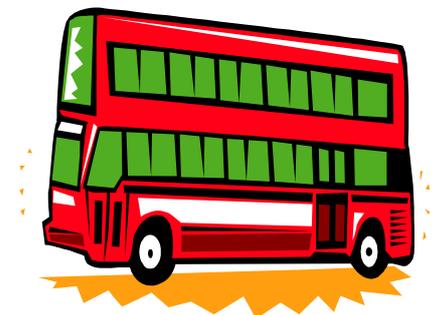
## Division of responsibility

Hampshire County council has a legal responsibility for arranging appropriate transport for children entitled to free home to school transport.

Passes issued by the County Council remain the property of the County Council and must be returned to the address below if the child moves house or leaves the school.

All correspondence regarding mainstream school transport should be sent to:

Passenger Transport Group, Environment Department, Hampshire County Council, The Castle, Winchester, Hampshire SO23 8UD  
Tel: 01962 846924/845391/845332



## **Pupils are responsible for:**



- Ⓢ Only travelling on the bus you have been allocated to.
- Ⓢ Being at your stop 5 minutes before the bus is due to arrive.
- Ⓢ Queuing and boarding the bus in a sensible manner.
- Ⓢ Carrying your pass at all times. It must be shown if requested by the driver, school or Hampshire County Council staff.
- Ⓢ Giving your name if it is asked for by the driver, school or Hampshire County Council staff.
- Ⓢ Finding a seat quickly and being seated before the vehicle moves off, and remaining seated until you reach your stop.
- Ⓢ Ensuring that where a vehicle has seat belts they are worn. This is now a legal requirement on all coaches
- Ⓢ Ensuring that your school bag(s) is not put on the seats. These are to be placed under your seat, in the luggage rack or on your lap.
- Ⓢ Not damaging the vehicle in any way. You, or your parents, could be asked to pay for any damage.
- Ⓢ Sitting quietly on the vehicle. Distracting the driver may cause an accident.
- Ⓢ Ensuring you do not eat, drink or smoke on the vehicle.
- Ⓢ Taking care if you have to cross the road. Never cross in front of or close behind a bus.
- Ⓢ Following your parents' instructions about where to go and what to do if the bus does not arrive.

## **Parents are responsible for ensuring:**

- Ⓢ That their children fully understand what is expected of them whilst on the vehicle, particularly acceptable behaviour, as described overleaf.
- Ⓢ The safety of their children between their home and the transport pick up/drop off point, for both morning and afternoon journeys.
- Ⓢ That their children are familiar with the route, and know which pick up point they leave from, and return to, and what to do if the transport fails to arrive or is late. Hampshire County Council considers it is reasonable for a child to wait 20 minutes after the scheduled pick-up time.
- Ⓢ That their children carry a valid bus pass. Replacement passes can be obtained from Hampshire County Council.
- Ⓢ That if you have a change of address that you notify us and the school ensuring that any passes issued for your previous address are returned to Hampshire County Council.
- Ⓢ That your children know they must wear seat belts (where fitted) throughout the whole journey to and from school.
- Ⓢ That should your child wish to take a friend home you make alternative arrangements.

## **Drivers' responsibilities**

- Ⓢ Ensuring they know and follow the correct route.
- Ⓢ They must take all reasonable steps to ensure the safety of children when boarding and getting off the vehicle, and whilst in transit.
- Ⓢ Ensuring that the children are seated before the vehicle moves off.
- Ⓢ They are not responsible for ensuring that a child gets off at the correct stop, nor for disciplining children.
- Ⓢ They are not responsible for ensuring that children wear seat belts (except on minibuses or taxis).
- Ⓢ They are entitled to take action to ensure the safety and well being of all persons transported on the vehicle, which includes recommending to Hampshire County Council that a child should be withdrawn from the transport.