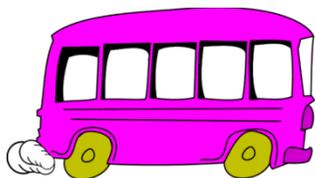


# Home to School Transport

## CODE OF CONDUCT Information and guidelines for parents and children



Please keep this leaflet  
for reference



**You are agreeing that both you and your child will comply with this Code of Conduct when becoming eligible for transport**

All correspondence regarding mainstream school transport should be sent to:

Home to School Transport Team,  
Passenger Transport Group, ETE,  
Hampshire County Council,  
The Castle, 2<sup>nd</sup> Floor, E11 West  
Winchester,  
SO23 8UJ

Tel: 01962 846924

**email:**

[passenger.transport.operations@hants.gov.uk](mailto:passenger.transport.operations@hants.gov.uk)

**Website:**

[www.hants.gov.uk/environment/transport](http://www.hants.gov.uk/environment/transport)

### Public Transport

Public transport is a local service operated by a bus, rail or ferry company to convey members of the public from one place to another

### Contract Transport

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

### Pick-up/drop-off points and times

**You are entirely responsible for the safety of your child between home and the pick-up point specified by the Passenger Transport Group. Children can be expected to walk up to a mile between a pick-up or drop-off point and their home.**

Pick-up points and timetables are determined to make the most efficient running order for the journey.

**Please** be aware that throughout the year we may need to review and make alterations to transport which may result in a change of operator, vehicle, timings, pick-up points etc. We will always give as much notice as possible

Where home pick-ups are appropriate, this means that the vehicle will try to pick-up and drop-off as close to the home as possible, access permitting. The driver will NOT be able to leave the vehicle so you must come to the vehicle at the allotted time. Please bring your child out to the vehicle and ensure that you or an approved adult is at home to receive the child.

### Timings

Pick-up times are for guidance only and your child needs to be ready at the pick-up point at least 5 minutes before the scheduled time as the transport will not wait. Passenger Transport advises that it is reasonable for a child to wait up to 20 minutes after the scheduled pick-up time, before making alternative arrangements, or returning home.

If your child misses their pick-up, no alternative transport will be provided. If your vehicle is repeatedly early or late please contact the Passenger Transport Group, so that this can be investigated. Changes to pick-up point or times can only be arranged by Passenger Transport. If you have a query about any issues to do with your transport please contact us on 01962 846924

### Passes

Where a pass has been issued it **must be carried at all times. Failure to produce a pass may result in travel being refused.**

The pass issued is only valid on the transport to which your child is allocated.

The pass is not transferable and may be confiscated if your child misuses it, i.e. allows another child to use it.

Parents must make alternative travel arrangements if their child wishes to take a friend home.

If you need a replacement pass please contact Passenger Transport Group on 01962 846924 for advice. You are advised that there maybe a charge for a replacement pass and please note charges do vary subject to operator.

Passes issued, or ordered for your child by Passenger Transport remain the property of the County Council and must be returned on request.

### Behaviour

You should ensure that your child is aware of the appropriate behaviour whilst travelling to school. In the interests of safety children must behave sensibly, **wear their seatbelt** where provided, and must **always remain seated** unless otherwise instructed by the driver.

**Parents are responsible for the behaviour of their children whilst travelling and must accept that unacceptable behaviour** e.g. any disruptive, violent, distracting or dangerous incidents including bullying, bad language, vandalism, spitting, kicking or throwing objects **will lead to further action being taken or the withdrawal of transport**

**Please be aware also if your child is misbehaving before boarding any vehicle, the driver may refuse to carry them.**

**Serious cases of unacceptable behaviour or damage to vehicles may result in police involvement and/or civil claims for damages**

Some modes of transport are fitted with close-circuit television equipment and Parents are advised that CCTV images may be used to identify culprits.

## Moving Home

Should your child change their home address or if circumstances change, you must complete a new application form immediately and return any passes to us. Failure to do so may result in a charge being made.

Normally Passenger Transport require at least 10 working days to assess entitlement and a further 10 days for transport to be arranged and it will be your responsibility to take your child to school..

**Drivers are instructed not to transport children to or from any alternative addresses**

**Please ensure that you advise us of any changes in contact details eg: address/telephone numbers, email addresses as they arise.**

## Exams/After School Activities

No provision is made for exam timetables, work experience or after school activities.

Parents are responsible for any transport required outside of normal school times.

## Pupils are responsible for:

- Only travel on the bus they have been allocated to and issued a pass for.
- Being at their stop 5 minutes before the bus is due to arrive.
- Queuing and boarding the bus in a sensible manner.
- Carrying their pass at all times. It must be shown on request from

the driver, school or the staff of the Passenger Transport Group

- **Bus passes must be intact, legible and not defaced, broken or damaged in any way** and the driver may confiscate or refuse to accept it. Pupils may be refused travel, or have to pay the fare (public transport only) if they cannot produce a valid pass for the transport they are attempting to board.
- Always give their name if it is asked for by either the driver, school or Passenger Transport Group staff.
- Finding a seat quickly and being seated before the vehicle and with their seat belt on before it moves off. Please note it is not necessarily the driver's responsibility to ensure that their seat belt is secured. You must always REMAIN seated until your stop is reached.
- Please ensure that school bags are stored under their seat, in the luggage rack, or on their lap.
- Not damaging the vehicle in any way. Pupils, or parents, may be asked to pay for any damage.
- Sitting quietly on the vehicle as distracting the driver could cause an accident.
- **NO** eating, drinking, or smoking on the vehicle.
- Taking care if they have to cross the road. Never cross in front of, or close behind the vehicle.
- Following their parents' instructions about what to do if the transport does not arrive, or if travel is refused.

## Parents are responsible for ensuring:

- Their child is fully aware of, and understands their responsibilities listed above.
- Their child fully understands what is expected of them whilst on the vehicle, particularly not displaying unacceptable behaviour as described overleaf.
- Their child knows they must wear a seat belt (where fitted) throughout the journey to and from school, and ensure they know how to put on, fasten and undo a seat belt.
- The safety of their child between their home and the transport pick-up/drop-off point, for both morning and afternoon journeys.
- Their child is familiar with the route, and knows which pick-up point they leave from, and return to, and what to do if the transport is late, fails to arrive, or travel is refused.
- Their child carries a valid pass at all times. (Passes are not normally issued for contract vehicles of less than 8 seats). Transport may be refused in the morning or afternoon if a child cannot show their pass, and parents should ensure that their child knows what to do in this event.
- Parents must not board the bus.
- Parents should not act in a threatening or abusive way towards the driver, or other pupils either on or around the bus and report any concerns to the school.

## Driver's responsibilities:

- Ensuring that they know and follow the correct route.
- Taking all reasonable steps to ensure the safety of children when boarding and getting off the vehicle, and whilst in transit.
- Checking passes on a regular basis and transporting only those pupils who can produce a valid, undamaged pass for the vehicle they are attempting to board.
- Drivers are not responsible for ensuring that a child gets off at the correct stop, or for disciplining children.
- Drivers are entitled to take action to ensure the safety and wellbeing of all persons transported, which includes recommending to the Passenger Transport Group that a child should be **withdrawn** from transport.