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- Always arrive at the bus stop on time and make sure (if you have been allocated) you have your bus pass or season ticket with you and ready to show to the driver when boarding.
- Do not play about near the road while waiting for the bus. Wait on the pavement, well back from the road.
- Do not go near the bus and in particular, the wheels, until it has stopped.
- Do not push or rush for the door when the bus has stopped. Never operate the bus doors (except in an emergency). If you are requested to operate doors by the driver or escort report this to your teacher or parent/guardian.
- Having left your vehicle you should not return to it for safety reasons.
- Find a seat quickly and quietly without pushing, keep gangways clear in case of an emergency.
- You should listen to the driver or escort and do as he or she says with regard to the transport arrangements.
- Do not play games or throw objects on or from the bus, this is dangerous and could cause an accident.
- Do not distract the driver and only use the emergency door & ' (! ")
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- Do not eat/drink or smoke on the bus. Do not leave litter on the bus.
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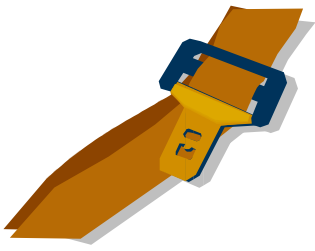
- Do not stand up to get off the vehicle until it has come to a complete standstill at

- Make sure older children leave home in sufficient time and ensure that all primary aged pupils are taken to the bus stop in good time. It is your responsibility to ensure they are looked after until the bus arrives.
- Make sure children have their season ticket or bus pass with them – drivers will make checks.
- It is your responsibility to ensure that all primary aged children are met when the bus returns from school. Remember that young children can get excited and forget road safety as they get off the bus and therefore ensure they are met on the same side of the road as the bus stops.
- Teach children the safety rules. Make sure they understand the rules for pupils in this booklet. Remember you will be held responsible for any misbehaviour or vandalism caused by your child. Persistent misbehaviour, particularly bullying or fighting, may result in exclusion from the bus and serious incidents will be reported to the Police.
- Make sure your child knows what to do if the bus is late, or does not arrive.
- Help bus drivers and escorts to do their job. Remind young people that playing about at bus stops and on the buses can cause accidents and injuries.
- Advise the driver or escort if there may be a particular difficulty with your child on a specific day.
- If your child is unaccompanied between home and the bus stop, make sure that he or she knows and follows the safest route and uses the safest crossing places and is appropriately dressed. Remember the safest route is not always the shortest one.
- Notify immediately the Home to School Division of any changes to your circumstances such as a change of address. If your ticket is no longer required you must return it to the Home to School Transport Division.
- Season tickets are valuable. Replacements will be charged for. Lost tickets should be reported immediately to the Home to School Transport Division.

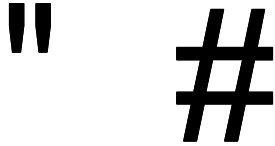


- If you have any concerns about school transport, you should contact the Home to School Transport Division.
- Remind your child they must always wear a seatbelt, lap belts must be worn across the hips and not the stomach. Static belts

- To assist the LEA with the distribution of this document.
- Even though many children may not travel by bus to and from school it is likely that they would use such transport at some time during their school life for school trips etc. Schools are therefore encouraged to raise awareness of safety issues contained in this document.
- To raise an awareness of banned activities – smoking, vandalism, moving about on vehicles, eating, drinking, litter, bullying and fighting.
- Report all incidents of pupil misbehaviour to the Home to School Transport Divisions, regardless of whether the issue has been dealt with at the School.
- To assist the LEA with cases of misbehaviour.
- When the bus set down and pick up points are on the school premises or designated pick up drop off points, it would be appreciated if you could ensure adequate supervision.
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- In the event of severe, or persistent misbehaviour, notify the Headteacher or your employer immediately. Never evict a child from the vehicle. If you threaten to report misbehaviour, then do so.
- Co-operate with authority staff, teachers and parents to resolve any problems.
- Maintain a courteous, professionally detached relationship with the pupils, parents and your driver. Inappropriate conversation topics and language must be avoided at all times.
- Ensure the vehicle completes its routes, and all children are picked up according to the timetable.
- In the event of breakdown or accident, remain with the children. Never leave them unattended. If necessary, enlist the help of a passer-by to summon assistance.
- Make sure you are familiar with the particular problems of the children you escort.
- Make sure you have received adequate instruction with regard to children with special educational needs from the appropriate staff at the school and that you are familiar with any safety equipment, i.e. seatbelts, wheel-chair clamps, first aid kit, fire extinguisher and emergency exits.
- Where training is arranged by the LEA you are required to attend.
- Be prepared to act as messenger between school, parents, and pupils but do not take instructions from parents or children, such as varying the transport arrangements, without first discussing revised arrangements with the Home to School Transport Divisions Officer .
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- Never drive a vehicle you are not appropriately licenced to drive.
- Do not drive a vehicle you consider to be unroadworthy or in contravention of any relevant PCV regulations or legislation. Report any faults to your employer immediately.
- Prior to starting work as a driver for contracts arranged by this directorate you must complete an Enhanced Criminal Records Bureau Check and have been cleared by the directorate for use. Should you receive any cautions or convictions after clearance you must inform the Home to School Transport Divisions immediately.
- Always be aware that the welfare of the pupils is of paramount importance.
- Never use a hand held mobile phone whilst driving. In emergency situations where it

- Check pupils' passes to ensure they are entitled t

- If, because of unforeseen weather conditions or road works, it is impossible to

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- Serious incidents of violence used by or on pupils using the bus:
 - serious outbreaks of disorder
 - wanton damages caused to property, belongings of passengers of the bus
- A written record should be kept of injury to a child that occurs on the vehicle. All injuries must be reported to the Home to School Transport Section immediately.
- All vehicles must have a first aid kit and fire extinguisher and drivers must know how to use them. Regular checks should be made to ensure first aid kits are complete and fire extinguishers are in perfect working order.
- Where training is provided by the LEA for escorts/drivers you are required to ensure attendance.

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- Parents, schools and contractors will have access to advice and assistance

- The Home to School Transport Section will ensure that all the operators comply with specifications and conditions of their contract, which sets out the standards that operators must meet over and above the statutory requirements. Failure to comply may result in an operator being penalised or the contract being terminated.
- The Home to School Transport Section will endeavour to apply high standards of customer care and safety, and to undertake regular monitoring of complaints.

Complaints **MUST** be referred to the Home to School Transport Division

