



YSGOL CWM
BROMBIL



Transport Code of Conduct

March 2022

Policy Adopted:	
Policy Review Date:	
Additional Comments:	
Signed:	
(Chair of Governors)	

School Transport Code of Conduct

These guidelines are produced to help make sure pupils travel between home and School safely and reliably.

At The Bus Stop

- Always arrive in good time.
- You should wait on the pavement, in a safe position well back from the road. You must behave sensibly without upsetting local residents or endangering other pedestrians and traffic.
- Don't go near the vehicle until it has stopped.
- Do not push to get on the bus.

On The Bus

- Find a seat quickly without pushing. You must wear your seatbelt. You must remain in this seat for the duration of your journey. A video / picture will be taken prior to the bus leaving site so that there is a seating plan record. This will be kept for 2 weeks to aid any investigations that might need to be carried out.
- You must listen to the driver and do as he or she says. The driver's job is to drive the bus safely, not to supervise young people on the vehicle.
- Do not move about the bus except when it has stopped.
- You must not misbehave when you are on the transport. This is dangerous and could distract the driver. If you need to say something important wait until it is safe to do so.
- Report any incident or accident to the driver when safe to do so, preferably when the vehicle has stopped.
- Take any litter off the bus with you.
- Do not damage or leave graffiti on the vehicle, spit, or interfere with emergency doors, safety belt fastenings or window fittings.
- Do not use bad language.
- Keep the gangway and emergency doors clear so that other people can leave the vehicle safely.
- If there is an accident or breakdown, stay calm and quiet and follow the driver's instructions.

At Your Destination

- You must not try to get off the bus until it has stopped.
- You must make sure that you have all your belongings, such as bags, coats and litter, as you leave the vehicle. If you have forgotten something you should contact the School office.
- You must not try to get back on the vehicle after you have got off it, in case it moves off suddenly.
- Older pupils should help to see that younger pupils are well clear of the vehicle after they have got off the bus.
- You must not cross the road close to the front or rear of a bus or any other vehicle. You must be able to see clearly both ways. Where possible, use a pedestrian crossing.
- Remember – be polite and courteous at all times. You are representing yourself, your family and your school. Don't let them down!
- Unacceptable behaviour will not be tolerated and action will be taken if you do not follow these guidelines. In serious cases, or following the issuing of warnings, the School reserves the right to suspend or disallow the right of an individual to use the bus service. Your parent or guardian will then be responsible for transporting you to School.

If you experience any intimidation / Bullying or witness this whilst on your bus, you can report it using the '**Transport Incident Report**' form which can be found on our website. Once the school receives this, we will investigate and act accordingly.

Parents and Guardians

- Make sure pupils arrive in good time. If your child is unaccompanied please ensure they follow a safe route to the bus stop and that they know the safest crossing places.
- Your child has been allocated to a particular vehicle. It is important that they travel on this and not any other vehicle. It is important that the School and bus operator knows who is on the vehicle in case of accident or emergency.
- Please make your child aware of the dangers of behaving in a disorderly way. Please ask them to act sensibly whilst on the vehicle and at the bus stop, for their own and others' safety.
- Make sure your child knows what to do if the transport is late or does not arrive.
- Help drivers to do their job of getting children to their destinations safely. Please ask your child to show the driver respect and follow any instructions he

or she may give. Please encourage them, also, to remain seated at all times and wear a seat belt when fitted. Drivers' primary function is to transport children from home to School. They may not be able to do this if children misbehave on the vehicle. Please Note – you may be held responsible for any vandalism by your child. It will be treated as criminal damage.

- If you have any concerns about school transport contact the school.

Disciplinary Procedures Following Breach of the Code of Conduct

Following report of an incident of anti-social behaviour or such behaviour that contravenes the School transport code of conduct, the incident will be investigated. If we find one or a group of pupils is at fault, we will contact their parents or guardians to inform them what has happened and the action we are taking. Depending on the seriousness of the incident, and the history of any previous incidents the pupil has been involved in, the course of action may be:

1. Warning letter
2. Final warning letter
3. Suspension or ban from School transport

In the event of a suspension or ban it will be the parent or guardian's responsibility to take their child to and from School. The contractor and School will be informed of the action taken so that they can ensure that any suspension or ban is upheld. In cases of criminal behaviour the police will be informed. The suspension could be for a fixed-term of 10 days, or for a major incident or an accumulation of incidents, a permanent ban may be imposed.

Examples of anti-social behaviour which will not be tolerated include:

- Throwing objects
- Littering
- Vandalism
- Moving up and down the bus whilst it is in motion
- Foul language
- Bullying / Intimidation
- Showing inappropriate age-related material to other pupils.

The School's Commitment

We will:

- Deal with your queries and requests promptly.
- Provide contractors with up-to-date information on pupils authorised to travel on their buses.
- Plan journeys to minimise journey times whilst providing a cost-effective and efficient service.
- Investigate thoroughly and impartially all incidents reported and complaints made. We will respond to the complainant as soon as the investigation is complete.
- Treat everyone equally and fairly, according to the conditions of our policies and contracts.

Message from Local Neighbourhood Policing Department

“Anti-social behaviour (ASB) is defined under the Crime and Disorder Act 1998 as acting in a manner that caused or was likely to cause: harassment, alarm or distress to one or more persons, not from the same household”.

We are going to be working closely with Ysgol Cwm Brombil to ensure that home-school transport is free from anti-social behaviour. Following what has been said by Cwm Brombil, we wanted to reiterate that this behaviour is unacceptable and will not be tolerated.

The definition of the Crime and Disorder Act is:

“Anti-social behaviour (ASB) is defined under the Crime and Disorder Act 1998 as acting in a manner that caused or was likely to cause: harassment, alarm or distress to one or more persons, not from the same household”.

This clearly states what is considered anti-social behaviour and pupils who are identified as behaving in this way will be spoken to by officers.

This can lead to anti-social behavioural referrals, which can then be escalated to criminal behaviour warnings and then orders.

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Port Talbot Neighbourhood Police Team.



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