



## Merchant Taylors' School

Ambition | Character | Excellence

### **Merchant Taylors' School Bus Service Code of Conduct**

Misbehaviour on School Buses will not be tolerated and pupils may be banned from using the service.

#### **Pupils must agree to:**

- Be at the pick-up point before the bus is scheduled to arrive and wait for the bus on the pavement well back from the road.
  - Wait until the bus has stopped before trying to embark or disembark.
  - Wait until the bus had moved off before crossing the street.
  - Sit in a seat and fasten their seat belt for the entirety of the journey.
  - Not distract the driver.
  - Not eat, drink, smoke or vape on the bus.
  - Not act in a way which is dangerous to themselves or anyone else.
  - Treat the driver with respect and follow their instructions.
  - Not leave litter on the bus.
  - Have consideration for other passengers and not use offensive language.
  - Behave appropriately. Bad behaviour will lead to a pupil being temporarily or permanently excluded from the school bus service.
  - Take care of the bus. Causing damage to the bus will result in the pupil or his/her parents/guardians having to pay the bus company for the cost of repairs and could also lead to prosecution.
  - Report any dangerous behaviour by other pupils to their driver, parents/guardians or teachers.
- Remember, serious misbehaviour could lead to the bus company withdrawing the service where it cannot be run safely.

#### **Parents and guardians should**

- Help their children know and follow the safest route and use appropriate crossing places between home and the pick-up point.
- Remind children to conduct themselves appropriately at pick-up points or on buses. By:
  - Waiting for the bus to pull away before crossing the road
  - Not crossing immediately in front of or behind the bus

- Never opening any door on the bus except in an emergency
- Never throwing anything out of the bus window
- Not distracting the driver, for example by fighting or shouting on the bus
- Ensure their child knows what to do if the bus is late or does not arrive.
- Make sure their child is aware of the financial consequences of vandalism on the bus. Payment to the bus company for any damage caused by a child will be the parents/guardians responsibility.

### **Merchant Taylors' School Bus Service Terms & Conditions**

#### **Timetable and Routes**

The timetable for the school bus services, and the routes operated, are set out on the school website. The school will notify you of any changes to the school bus service as soon as reasonably possible prior to those changes taking effect.

The school will ensure that all vehicles follow the route and timings set out in the school bus service timetable, unless it is prevented from doing so because of road closures.

The School will ensure that pupils are picked up and set down only at recognised bus stops, as set out in the school bus service timetable.

You agree to ensure that pupils are ready to be picked up at the relevant bus stop at the time specified in the school bus service timetable, and you acknowledge and agree that if the pupil is not ready to be picked up at the time specified the school will be under no obligation to wait for the pupil.

#### **Breakdown and Delays**

The school gives its advice on journey time in good faith. However, as a result of breakdown or traffic congestion, or other events beyond the reasonable control of the company, journeys may take longer than predicted and in those circumstances the school will not be liable for any loss or inconvenience suffered by parents and pupils as a result.

#### **School Bus Fees**

The school bus fees for the provision of the school bus services are set out in the school bus service fees. The school bus fees will be updated on an annual basis by the school, and will be available on the school website before the end of the summer term of each academic year.

The school bus fees will be invoiced to you on a termly basis in advance, and will be included as a supplemental charge within the invoice for the school fees.

- You will be entitled to terminate these school bus terms and conditions at any time provided you give the school at least one full academic terms notice. A term's notice means notice given before the first day of a term and expiring at the end of that term.
- Termination by the school: The school will be entitled to terminate these school bus terms and Conditions by giving a term's written notice to you.