



THE ARNEWOOD SCHOOL

COACH TRAVEL CODE OF CONDUCT

By accepting travelling assistance you are agreeing that your child will comply with this Code of Conduct.

1. 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 Arnewood School.

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

2. Timings

We will advise you of an initial estimated pick-up time when arrangements are finalised. 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, the transport will not wait.

If your child misses their pick-up, no alternative transport will be provided. If your vehicle is repeatedly early or late please contact the The Arnewood School so that the problem can be investigated. Changes to pick-up point or times can only be arranged by The Arnewood School. If you have a query about your pick-up point or time, please contact us.

3. 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 The Arnewood School on the telephone number shown below, for advice. You are advised that there may be a charge for a replacement pass.

Passes issued remain the property of The Arnewood School and must be returned on request.

4. Behaviour

Parents are reminded that they are responsible for the behaviour of their children whilst travelling.

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.

Unacceptable behaviour may lead to transport for your child being withdrawn.

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

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

5. Moving Home

Should your child change home address or their circumstances change, you must inform us immediately and return any passes to us. No refunds will be given.

Drivers are instructed not to transport children to or from any alternative pick up points.

Please ensure that you advise us of any changes in contact details as they arise.

6. Exams/After School Activities

No provision is made for exam timetables, work experience or after school activities. Parents are responsible for any transport outside of normal school times.

7. Students are responsible for:

- Ensuring that they 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 or The Arnewood School.
Bus passes must be intact, legible and not defaced, broken or damaged in any way. Students may be refused travel if they cannot produce a valid pass for the transport they are attempting to board. If the pass is damaged, broken or defaced in any way the driver may confiscate or refuse to accept it.
- Giving their name if it is asked for by the driver or The Arnewood School.
- Finding a seat quickly and being seated before the vehicle moves off, and remaining seated until they reach their stop.
- Ensuring that where a vehicle has seat belts they are worn. This is now a legal requirement on all coaches; it is not necessarily the driver's responsibility.
- Ensuring that their school bag(s) is not put on the seats. These are to be stored under their seat, in the luggage rack, or on their lap.
- Not damaging the vehicle in any way. Students, or parents, could be asked to pay for any damage.
- Sitting quietly on the vehicle. Distracting the driver may cause an accident.
- Not 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 where to go and what to do if the transport does not arrive, or if travel is refused.

8. Parents are responsible for ensuring:

- Their child is fully aware of, and understands their responsibilities above.
- Their child fully understands what is expected of them whilst on the vehicle, particularly not displaying unacceptable behaviour as described below.
- Their child knows they must wear a seat belt (where fitted) throughout the journey to and from school, and how to put on, fasten and undo a seat belt.
- The safety of their child between their home and the transport pickup/ 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. 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.

9. Driver's responsibilities:

- Ensuring 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 students 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 well being of all persons transported, which includes recommending to The Arnewood School that a child should be withdrawn from the transport.

All correspondence regarding this transport should be sent to:

The Arnewood School
Gore Road
New Milton
BH25 6RS
Tel: 01425 625400
Email: enquiries@arnewood.hants.sch.uk
Website: www.arnewood.hants.sch.uk/Transport

Please keep this leaflet for reference