

## Malbank School and Sixth Form College

### Bus behaviour - Code of conduct

#### **Principle**

At Malbank School we believe that everyone has the right to enjoy school life in a safe, friendly environment. We encourage respect for others and their property and we strive to ensure that everyone is valued equally and treated with respect, regardless of aptitude, ethnic origin, sexual orientation, gender, disability or social status.

Students are required to follow the basic rules and codes of conduct and be good ambassadors for the school at all times. They are expected to behave responsibly on their journey to and from school. The aim of this code of conduct is to ensure that all parties are clear of the behaviour expectations whilst waiting for and travelling on a school bus.

All students who travel on buses must follow the bus code to ensure safe travel.

#### **Student responsibilities;**

- All students must line up as directed by the members of staff on duty if they are waiting for a bus to arrive. Students must get on the bus in an orderly way and must not push in.
- Students must make sure that they are using the correct bus - the bus that they have a pass or ticket to use.
- Passes / bus tickets must be shown to the bus driver as students get onto the bus. If students do not do this, they may be asked to pay a fare.
- Students must be polite to the bus driver.
- All students must remain in their seat until the bus stops. If standing is allowed on a bus, students standing must remain still while the bus is moving. Students should not stop other students from sitting down.
- Where they are available, seatbelts must be worn by all students.
- Students must not distract the driver, this is not safe.
- Students should not throw any objects on the bus and must make sure that any litter is picked up before getting off the bus.
- If students see poor behaviour on the bus, they must report it. This can be reported to form tutors, the Key Stage team or to Mrs Miller.
- Treat one another with respect.
- Students who chose to use their mobile phones must do so responsibly.
- To follow the main school code of conduct.

**Should a pupil behave inappropriately and not follow the code of conduct then the following sanctions may be put into place;**

- Warnings may be given by the bus company that continued poor behaviour may result in a ban from using the bus.
- Bans may be issued by the bus company, either a time fixed ban or a permanent ban. If the behaviour of a student is deemed to be putting the health and safety of others at risk a warning may not be issued.
- Sanctions may be put into place by the school including; detentions, seclusion or fixed term exclusions in line with the school behaviour for learning policy.

**To help students to follow the code of conduct;**

**School;**

- There will always be a team of staff who are on bus duty at the front and the back of school.
- The staff on duty will ensure that students are lining up when waiting for a bus and ensure that students get on the bus without pushing.
- The staff on bus duty will ensure that any inappropriate behaviour is dealt with as soon as possible.
- The school will liaise with the bus companies to investigate any reports of poor behaviour.

**The bus driver;**

- Will check all passes / tickets as students get onto the bus.
- Should try to develop positive relationships with students by greeting them as they get onto the bus.
- Will ask students to use the seats when they are available and ensure that students are not standing if this is not permitted.
- Will not use personal headphones or any mobile devices that could have a negative effect on the health and safety of the passengers. All speed limits will be adhered to.
- Should speak to students in an appropriate way when informing them of expectations on the bus and always use safety as a reference point.

**The bus company;**

- Will ensure that only suitably qualified drivers will be employed and that appropriate training is given.
- Where possible CCTV will be used and shared with school as necessary to help investigate incidents of poor behaviour.

- Will investigate when there are reports of inappropriate driver conduct, such as using headphones when driving and follow company procedures regarding this.
- Will communicate clearly with school and parents when issuing a ban from the bus, providing reasons for the ban.

**Parents;**

- Should reinforce the importance of the bus code of conduct.
- Support the school in ensuring that the safety of students is paramount
- Report any issues relating to bus behaviour to the relevant Key Stage team or Angela Miller (Strategic Business Manager)

This Code of Conduct was written by:

- The student Council of Malbank School and Sixth Form College
- Staff representatives
- Parent representatives
- Bus company representatives
- Local Authority representatives.