

# **GIGGLESWICK SCHOOL TRANSPORT POLICY (To and From School)**

## **CODE OF CONDUCT**

This document provides a clear guideline for all pupils to follow and enables us to provide a good service. These practices are based on consideration for others and an understanding of the safety issues involved in using coaches and mini-buses.

Any breach of good manners or common sense is a breach of the school rules; this includes any action that may impair the school's good name.

School Rules apply at all times.

You have a responsibility to behave well, to uphold the good name of Giggleswick and never to act in a manner that may compromise the safety of yourself or others.

At all times you are ambassadors for the school and must therefore behave appropriately when travelling to and from school.

## **ADVICE TO AND RESPONSIBILITIES OF PARENTS**

- Ensure your child arrives at the stop safely and at least 5 minutes before the published departure times.
- Park considerately at pick up points ensuring access for the coach or mini-bus as well as local residents.
- Ensure junior school children are not left unattended and are always collected from pick up points.
- Discuss with your junior school aged child that they must not leave the safety of the coach if you are not there to collect them.
- Insist that your child uses the safest crossing points on leaving the coach and when around the school site. Impress upon them the dangers of being distracted by electronics devices.
- Insist that your child always wears their seatbelt while on the coach.
- Teach your child to think about their and others' safety whilst being driven and the consequences of distracting the driver with poor behaviour.
- No junior school aged child should be left unaccompanied at either end of the journey. Any changes should be notified to the Travel Co-ordinator, Mrs Harrison.
- To ensure pupils wear full school uniform when travelling to school.
- If your child behaves anti-socially or causes damage to a coach or minibus they risk being banned from using the service.

**PLEASE ENSURE YOUR CHILD HAS READ AND UNDERSTOOD THE  
'ADVICE TO AND RESPONSIBILITIES OF PUPILS USING  
THE COACH/MINI-BUS SERVICE'  
AND IS AWARE THAT SCHOOL RULES APPLY ON THE COACHES/MINIBUSES**

## **ADVICE TO AND RESPONSIBILITIES OF PUPILS USING THE COACH/MINI-BUS SERVICE**

### **Before the School journey:**

- I will be at the pickup point at least 5 minutes before the coach/minibus is due
- I will wait in an orderly, courteous and calm manner
- I will keep well clear of moving coaches/minibuses and never walk behind a vehicle
- I will contact my Travel Co-ordinator if my coach does not arrive on time

### **During the school journey**

- I will find a seat quickly and remain seated and facing forward
- I will **always** wear a seatbelt
- I will wear correctly my full school uniform when travelling to school and waiting for the bus
- I will never distract the driver or be discourteous
- I will never be abusive to anyone on the coach/minibus service
- I will follow instructions given to me by the coach/minibus driver
- I will respect the fabric of the bus at all times, including the removal of litter
- I will keep my possessions out of the aisle
- I will not behave in such a way whilst on the coach/minibus to provoke members of the public to complain on my behalf

### **At the end of the school journey**

- I will cross the road safely and not use electronic devices which may impair my road safety.
- If I need to cross a road, I will do so only once the coach/minibus has moved off and the road is clear in both directions
- I will go straight to registration after being dropped at school in the morning