

CODE OF CONDUCT FOR SCHOOL/COLLEGE TRANSPORT



First want the journey to school/college to be as safe as possible. Every student has a personal responsibility for his or her own safety during every journey.

The role of parents/guardians is important too, and following these simple rules will assist with keeping individuals, other students, onboard staff and other road users as safe as possible.

Points of Contact

For Yellow School Buses

YSB Hotline – 07921 490990

For all other services:

First

Westway, Chelmsford, CM1 3AR

Telephone:

0845 60 20 121

OR

For pupils of Chelmsford County High School for Girls, King Edward VI Grammar School, Colchester Royal Grammar School, Colchester County High School for Girls, St. Thomas More High School, Westcliff High School for Boys, Westcliff High School for Girls, Southend High School for Boys and Southend High School for Girls.

Consortium of Selective Schools in Essex
PO Box 3087, Chelmsford CM1 3SY

Telephone: 01245 348257

How should you get to and from the pick up point/drop off point?

You are responsible for your safety and behaviour before you get on the bus, during the journey and after you leave the bus. You must therefore ensure that you are familiar with a safe procedure for getting to and from your pick up/drop off point and ask your parents/guardians for advice should you have any concerns.

It is your and your parents'/guardians' responsibility to make sure that you are at the pick up point in time for the arrival of the bus. It is recommended that you aim to be at the stop five minutes before the scheduled departure time of the vehicle shown on the timetable.

You should wait for the bus sensibly, without inconveniencing local residents and businesses.

What should you do when the bus arrives?

To ensure that the bus driver is aware that you are waiting for his bus, you should signal to him by extending an arm towards the bus.

Wait until the bus has stopped before moving towards it; do not push or jostle.

You must make sure that you have your bus pass before you leave home. When the vehicle arrives you should have the pass ready and show it to the driver as you board, or pay the cash fare if your bus has this facility.

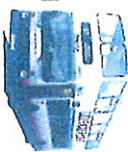
You should board the vehicle and find a seat. Do not change seats during the journey or travel in the gangways, on the platform, in the luggage areas or on the stairs. (Students travelling on the Yellow School Buses have seats allocated to them.)

If your bus is provided with seat belts, these MUST be worn. There are signs and window stickers around the bus to remind you and the driver will also give you a verbal reminder before moving off.

Put your bags under your seat, as they will be safer there and don't obstruct the walkway.

What should you do if the vehicle is late or if there is an emergency?

There may be occasions when the bus is late and this may be beyond the control of the driver. In the event of the bus running late, you should wait at the pick up point for 30 minutes before you make alternative transport arrangements for getting into school/college. Please make sure that you ask your parents/guardians



what you should do if you are unable to board the vehicle. In the event of an emergency, such as a breakdown, the driver will judge whether it is better that you stay on board or leave the vehicle and you should follow his/her instructions.

What should you do if you have a bus pass but you have lost it or it is damaged?

You are responsible for ensuring that you have a valid pass, or else you must pay the cash fare to the driver if possible. (Yellow School Buses do not have the facility for taking cash on the route.)

You may be asked to produce your ticket to an inspector during the journey. Remember that your ticket is not valid unless it includes a photocard with a photograph inserted in the appropriate place.

If a pass is lost or damaged it will need to be replaced.

You need to contact: For pupils of Chelmsford County High School for Girls, King Edward VI Grammar School, Colchester Royal Grammar School, Colchester County High School for Girls, St Thomas More High School, Westcliff High School for Boys, Westcliff High School for Girls, Southend High School for Boys and Southend High School for Girls

The Consortium Transport Officer, CSSE Administration, PO Box 3087, Chelmsford, CM1 3SY. Telephone: 01245 348257.

For all other Schools/Colleges:

Lynda Nelson, First Essex Buses Ltd, Westway, Chelmsford CM1 3AR. Telephone 01245 293402

There is an administration fee and you will need a replacement photo.

First will not normally agree to the issue of more than one replacement ticket per pupil in any school year.

What are you allowed to do when you travel in the vehicle?

We want you to enjoy your journey to school/college. However, please make sure that your actions do not distract the driver, as this could put you at risk as well as the driver, your friends and other road users.

Your school/college and/or parents/guardians will be informed if you harass or bully others, fight, are a nuisance, are offensive, cause vandalism or throw

