



2019 – 2020 EGGAR'S SCHOOL TRANSPORT GUIDELINES

The following guidelines are issued to all parents of students who use Eggar's School transport and are accompanied by a reply slip in which parents agree to support the guidelines.

These guidelines advise school staff, governors, children and parents of the Code of Conduct for using school transport and set out the responsibilities of transport operators, parents and schools. The intention is to ensure that children are transferred safely between home and school.

Please note that CCTV cameras are now in operation on our coaches for the safety of children and drivers.

CODE OF CONDUCT FOR STUDENTS

All the normal school rules apply on the journey to and from school

- Students must carry their coach pass at all times when travelling to and from school and present it to the driver when requested. Regular checks are carried out and the school reserves the right to remove students from the coach if a pass cannot be presented. Replacements for lost/damaged coach passes will be charged at £5 (though the first replacement will be free of charge).
- Students must sit quietly, facing the front, in their designated seat according to any seating plans. The seat belt provided must be worn.
- Students must stay in their seat at all times. There must be no standing up, walking around the coach or any behaviour which distracts the driver or interferes with the safety of other passengers. It is important that students wait until the coach stops before leaving their seats.
- There must be no pushing to get on or off the coach, on the steps/stairs, or in the aisles.
- The coaches must be kept clean, undamaged and free from graffiti. Students are asked not to eat or drink on the coach and to take all litter away with them. Smoking is forbidden.
- Sanctions will be imposed where students fail to keep to the Code of Conduct (this may include billing to parents in the event of any wilful damage to the coaches).

PARENTAL RESPONSIBILITIES

Parents are responsible for:

- Deciding whether their children should travel on school transport. In reaching this decision parents need to be aware of the responsibilities of the school and the transport operator and the driver.
- Ensuring the safe passage of their children from home to the pick up point and from pick up point to home. They should also ensure that their children know what to do if the transport fails to arrive or is late.
- Ensuring that their children arrive promptly at their designated coach stop 5 minutes before the scheduled pick up in the mornings.

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THE TRANSPORT OPERATOR AND DRIVER'S RESPONSIBILITIES

- The operator is responsible for transporting the children in a safe manner. The operator cannot guarantee that the driver will be the same person on any two journeys. Drivers are not responsible for ensuring that a child gets off at the right stop or for disciplining children, although a driver is entitled to take action to ensure the safety of the passengers being carried on the transport.
- The driver should take all reasonable steps to ensure the safety of children when boarding or alighting from the coach or during transit.
- A driver will report the name of any child who is misbehaving to the school.
- Drivers should pay attention to any hazards, traffic or obstruction when picking up or setting down children at designated points.
- Drivers must ensure that all doors and emergency exits remain clear of obstruction at all times.
- Drivers must not smoke or allow children to smoke.
- Operators are encouraged to provide personal identification for drivers to display when carrying children.
- Drivers should act in a responsible manner at all times.

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(please detach and return to the School Office)

EGGAR'S SCHOOL

To be completed by the parent/carer and returned to the school

Student's Name: _____ Tutor Group: _____

I have received a copy of the Transport Guidelines and the sanctions relating to misbehaviour on the school coach.

I support the Code of Conduct for students and the parental responsibilities.

Signed: _____ Date: _____
Parent/Carer