



The Eaglewood School

"Raising Aspiration and Changing Lives"

Minibus Travel Code of Conduct

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

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 Eaglewood 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.

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 Eaglewood School so that the problem can be investigated. Changes to pick-up point or times can only be arranged by The Eaglewood School. If you have a query about your pick-up point or time, please contact us.

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Unacceptable behaviour may lead to transport for your child being withdrawn.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

Moving Home

Should your child change home address or their circumstances change, you must inform us immediately.

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.

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.

Students are responsible for:

- Being at their stop 5 minutes before the bus is due to arrive.
- Queuing and boarding the minibus in a sensible manner.
- Giving their name if it is asked for by the driver.
- Finding a seat quickly and being seated before the vehicle moves off, and remaining seated until they reach their stop.
- Ensuring that their seat belts is worn.
- Ensuring that their school bag(s) is not put on the seats. These are to be stored under their seat, 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.

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 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.

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.
- Drivers are entitled to take action to ensure the safety and well being of all persons transported, which includes recommending to The Eaglewood School that a child should be withdrawn from the transport.