

# Code of Good Conduct for Pupils and Parents/Carers- Mainstream Transport



Date reviewed: October 2018  
Date of next review: September 2021

# Code of Good Conduct

## The Objective

This Code of Conduct is designed to ensure that all students travelling on transport have a pleasant and safe experience. These guidelines are also in place to determine the parents / carer's role regarding transport.

## FOR PASSENGERS

Your safety is very important. You must behave responsibly and safely when travelling to and from school/college. If you get a coach/bus to school/college then you must adhere to this Code of Conduct. If the code of conduct is not followed then Milton Keynes Council may have to take action which may ultimately lead to the school transport support being removed.

## BUS/COACH PASSES

- You are responsible for ensuring you have a valid pass and that you have this pass on you at all times when travelling to and from school/college
- If you do not have a valid pass on you then the driver can refuse travel
- The pass must only be used within the designated areas
- You are responsible for being at your relevant pick up point on time to ensure that you arrive at school/college on time
- If you lose your pass, there is a £10 fee. You can obtain a replacement pass by calling the Client Transport Team on 01908 252526
- Passes are only valid for one academic year. They must be renewed every summer.
- It is your responsibility to renew your pass annually. As detailed above a non-valid pass will mean that a pupil will be unable to travel.

## **BEHAVIOUR**

- Ensure you remain seated whilst the vehicle is in motion
- Always wear a seatbelt if one is provided
- Do not distract the driver
- Do not throw objects within or out of the vehicle
- Do not intimidate or be verbally/physically abusive towards other passengers, members of the public or the driver.
- Pupils must not eat or drink on the provision

## HOW TO BE A GOOD PASSENGER

<b>Your Responsibility</b>	<b>Your Safety</b>	<b>Your Rights</b>
<ul style="list-style-type: none"><li>➤ Always respect others</li><li>➤ Always respect the vehicles</li><li>➤ Always be polite</li><li>➤ Always carry your pass</li><li>➤ Always be at the bus stop/pick up point 5 minutes before transport arrives</li><li>➤ You must make sure you have all your belongings such as bags, coats and litter with you as you leave the vehicle</li></ul>	<ul style="list-style-type: none"><li>➤ Always behave well throughout the journey</li><li>➤ Always follow the drivers instructions when travelling</li><li>➤ Always wear a seatbelt if one is provided</li><li>➤ Always remain seated for the journey. Do not get off the vehicle until it has stopped</li><li>➤ You must not cross the road close behind or in front of a bus/coach or any other vehicle. You must be able to see clearly both ways. Where possible, use a pedestrian crossing.</li></ul>	<ul style="list-style-type: none"><li>➤ To travel safely</li><li>➤ To be treated fairly and with respect</li><li>➤ To arrive at school/college on time and ready to learn</li></ul>

**REMEMBER** – Your pass is for you only and must be carried at all times

## **FOR PARENTS / CARERS**

### **General Behaviour**

- Transport can be stopped for a child whose behavior is not acceptable on the vehicle. This means parents/carers will be responsible for getting their child/ren to school. However we will always work closely with all parties should a problem arise.
- It is important for the parent/carer to take responsibility for their children's behaviour on the way to and from school.
- Please ensure that your child is at their designated pick up point on time
- If you have any compliments, concerns or complaints about the transport provision at any time then please contact the Client Transport team on [client.transport@milton-keynes.gov.uk](mailto:client.transport@milton-keynes.gov.uk).

### **Penalty Guidelines**

Each incident will be investigated jointly by the school, provider and Milton Keynes Council. Failure to adhere to the Code of Good Conduct will result in the issuing of warnings and/or a ban determined by the frequency and level of offence.

Where a ban is enforced it will be parent/carers responsibility for ensuring their child's continued attendance at school. Parents/carers will be informed by letter/email the reasons to why a ban has been enforced and how long the ban will be for.

The guidelines stated below are for guidance only, penalties will vary dependent upon each individual incident. The Council reserves the right to enforce an immediate ban if deemed appropriate to do so.

### **Warning then one week ban**

- Not wearing a safety belt, where provided
- Swearing/verbal abuse towards the driver /member of the public/other passengers
- Disobeying an instruction given by the driver
- Littering the vehicle
- Misuse of the bell
- Refusing to remain seated whilst vehicle is in motion
- Lack of consideration for the general public and others travelling on service

### **Instant one month ban**

- Repeat of any incident which resulted in a one week ban
- Smoking on the vehicle
- Interfering with safety equipment
- Misuse of emergency exit and windows
- Misuse of main entrance door
- Bullying/harassing other passengers
- Assault of other passengers or driver
- Specifically distracting the driver
- Throwing objects around or out of the vehicle
- Pushing others through the doors or windows
- Vandalism (including where a contractor pursues for the costs incurred, the parent(s)/carer(s) will be liable and transport will not be permitted until costs have been paid).

**PERMANENT TRANSPORT BANS WILL BE IMPLEMENTED WHERE IT IS DEEMED NECESSARY ON THE GROUNDS OF SAFEGUARDING, HEALTH AND SAFETY OR FOR REPEAT OFFENCES OF ISSUES THAT RESULTED IN A 1 MONTH BAN.**

## DECLARATION

Milton Keynes Council reserves the right to remove transport for students whose behaviour is deemed to cause offence or put themselves and/or others at risk.

Parents/carers enter a commitment with Milton Keynes Council to adhere to this Code of Conduct once an application for transport support has been approved.

Parents/carers should also understand that breaching the Code of Conduct will result in action being taken in line with the Milton Keynes Council policies.

If parents/carers do not follow the Code of Conduct then a pupil's right to travel may be reviewed. Parent/carers would then be responsible for ensuring that their child(ren) continues to attend school. Parents/carers will also be responsible for any cost incurred in doing this.

Whilst Milton Keynes Council aim to keep changes to your child's transport to a minimum, it is necessary to make regular reviews of the transport network to ensure the Council is providing a cost effective and appropriate service. Where changes are made Milton Keynes Council will endeavor to provide written confirmation to the pupil's home address.

[www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

T: (01908) 252526

E: [client.transport@milton-keynes.gov.uk](mailto:client.transport@milton-keynes.gov.uk)

