# Bus Behaviour Guidelines

**This guidance is applicable to:** Melbourne Primary School

**Version 2.0**

The main aim of this document is to provide specific policy and guidance on pupil bus behaviour for the Wolds Learning Partnership and how this relates to the current ERYC Buswise scheme.

Safe travel and good behaviour on buses are essential for the school’s reputation in the community and with the bus company. The schools maintains close links with the bus companies and will investigate all incidents of misbehaviour or damage on buses.

All pupils who travel on a ‘free’ bus will be issued with a pass.

These passes will be available at the start of September term for all pupils who regularly travel to school by bus and are issued by passenger Services at ERYC. A two week pass amnesty operates at the start of each year. By acceptance of the pass pupils and parents agree to abide by the school bus behaviour guide, code and pass conditions.

The school manages behaviour on buses by knowing which pupils travel on buses. Any misbehaviour can then be followed up against pupils who breach this code. Parents should not access the buses to intervene in any poor behaviour.

Bus passes are the key to effective management of behaviour on the buses. The school will keep up-to‐date bus lists of names.

**Accessing buses from school**

The school keeps a list of which children travel on which bus. At 3.00pm, pupils be escorted to the bus by a member of the teaching or support team, who ensure they safely access the bus and are accounted for in leaving the school premises.

**Bus Behaviour Code**

All pupils who travel on buses will be provided with a copy of the **Bus Behaviour Code** when issued with their pass in September. This code will be regularly enforced by duty staff and the bus company staff. The Bus Behaviour Code is designed to ensure safe travel on school buses.

**Late / Missing Bus**

If buses are late pupils will wait inside the school until they arrive. They will not walk home. A member of staff will supervise pupils whilst they wait.

Pupils should attend the bus stop 10 minutes ahead of the scheduled departure time and should wait at least 10 minutes after the scheduled departure time. Parents should contact the school if the bus does not arrive in the morning and school will then contact the bus company. If a pupil misses the bus they should make every effort to attend school.

# Buswise

**General**

Buswise is a partnership between pupils, schools, parents, ERYC and local bus companies. The aim of this is to ensure that everyone has a safe and pleasant journey using either the school bus or public transport.

Buswise is a package of measures designed to address all areas of home to school transport and includes:

* Educational sessions for primary & secondary school pupils
* Behavioural expectations
* Clear disciplinary guidelines for schools
* Single point incident reporting system for pupils, parents, schools & operators
* Driver customer care training

**Behavioural Expectations**

Clear behavioural expectations have been provided to pupils in the form of the **Bus** **Behaviour Code.** In addition to this the Buswise programme of educational training sessions, pass conditions and appropriate sanctions are designed to ensure pupils have clear guidance on what is unacceptable behaviour and the consequences should this occur.

**Disciplinary Guidance for schools**

Where breeches of the behaviour code have occurred, the ERYC will work with the Headteacher and staff to ensure that, within the scope of current ERYC & WLP policy and procedure, pupils are dealt with in the appropriate manner and the necessary actions taken. This might include:

* Warning letters for minor offences
* Short, medium or long term ban
* Permanent ban
* Payment of damages
* Prosecution where justified and appropriate and following a police investigation

**Reporting of Incidents**

To ensure that a consistent and uniform method of reporting incidents is available to all stakeholders, the Buswise programme has a single point reporting system that can be accessed either via the ERYC Buswise website (www.buswise.gov.uk) or telephone (03456 445959). This also ensures that timely actions are taken and an appropriate level feedback provided to the person making the complaint.

To ensure that reported incidents are dealt with by the appropriate channel, the ERYC single point of contact will act as a coordinator to ensure that information is passed to:

* The school for pupil behaviour issues
* The service provider (ERYC contract, pass, timetable issues)
* The operator

Whenever possible staff should refer anyone wishing to complain or report an incident directly to the Buswise line as this will ensure that the correct people are contacted and the necessary traceable documentation is completed. However, under certain circumstances this may not be practicable especially in cases where immediate action might be required by school staff to deal with a specific incident. In this scenario, contact should be made with the ERYC at an appropriate point.

**Driver Customer Care Training**

Bus operators and the ERYC will be responsible for customer care training of school bus drivers and particularly issues relating to child protection and confrontation.

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| **Bus behaviour code**  This guidance applies to all children who use the school bus or taxi service. We have agreed some ground rules for behaviour on the taxi to ensure high standards of behaviour and safety when children are travelling to and from school.  The rules created and agreed by all children are as follows:   * Do not hurt anyone – this means kind hands, kind feet and kind words * Stay in your seat for the full journey * Keep your seatbelt on until the driver tells you to take it off * Keep your belongings, book bags and water bottles next to you * Sit next to someone you trust or by yourself unless school has told you who you must sit next to * If anyone breaks the rules, tell the driver (once the bus has stopped) **and** tell a teacher at school.   If school receives complaints about children’s behaviour on bus then this will be followed up in line with our school behaviour policy. In extreme circumstances (for repeatedly dangerous, disrespectful or distracting behaviour) parents will be asked to find an alternative means of transporting their child to and from school. |