

Code of conduct for pupils on school transport

We have a code of conduct because we want everyone to travel in comfort and stay safe. If you cannot behave properly, you may be suspended from school transport and your parent/carer will be responsible for getting you to and from school.

While travelling to and from school you are still subject to your school's rules and behaviour policy. The code of conduct is an extension of this.

How to be a good passenger

Do ...

- ✓ Be ready on time. If you are late the vehicle won't be able to wait for you
- ✓ Be polite to the driver, the guide and the other passengers
- ✓ Follow any instruction from the driver or guide
- ✓ Stay in your seat and keep your seat belt on
- ✓ Look after your own belongings and keep them in a safe place
- ✓ Take your litter home with you
- ✓ Tell your school and parent/carer if you see someone behaving badly or bullying someone

Do not ...

- ✗ Shout, use bad language or make signs out of the window
- ✗ Engage in fighting or 'play fighting'
- ✗ Hurt anyone on the vehicle
- ✗ Distract the driver except in an emergency
- ✗ Eat or drink (unless authorised)
- ✗ Spit
- ✗ Smoke any form of cigarette, including e-cigarettes or vapour cigarettes
- ✗ Use electronic devices (phones, laptops, etc.) to access the internet or take photos/videos
- ✗ Ask to be dropped off anywhere else - the driver can only take you to the agreed destination

If you do not behave properly

- You will be reported to your school and reminded how to behave
- If you continue to misbehave, we will write to your parents/carers and you will be issued with a warning that if you carry on travel may be suspended
- If you still do not behave, transport will be suspended, and your parents/carers will be responsible for getting you to and from school every day.
- If you damage the vehicle, you will be responsible for the repairs and your parent/carer may have to pay. You may also receive a sanction from school.

Information for parents

As parent/carers you can support us in providing a good transport service. You are expected to:

- Ensure that your child follows the code of conduct.
- Make sure your child is ready in time for their pickup.
- Please provide a suitable booster seat for your child if required.
- Take your child to and collect them from the vehicle. The driver and guide must stay on the vehicle with the other children.
- Speak to the driver and guide in a way you would like to be spoken to.
- You must be at home for your child's drop off time, unless an alternative arrangement is in place, authorised by School Transport. Please contact us, and school, by email to make any requests.
- If, in the event of an emergency, you are not going to be home, you must phone the school and/or taxi company immediately telling them your estimated arrival time and/or alternative instructions. You may be charged for an excessive waiting time.
- If you are not at home to receive your child and have not made an alternative arrangement, and cannot be contacted, the driver will finish his route and return to your home to wait for you. We may charge you £10 for every 15 minutes past the normal drop off time.
- You must give us notice, by email, of a house move. If you are still eligible for assistance, it may take time to set this up.
- If your child changes school, you must complete a [new travel assistance application](#) should you require transport.
- Let the School Transport Team know if you no longer need transport or if your child's transport needs change.
- If you have concerns regarding any aspect of transport, you should tell your child's school and us.

The Code of Conduct is written for children with a broad range of abilities and behaviours. [Easy Read](#), [PECS](#), and [Now & Next PECS](#) versions are available as required. Please discuss the code of conduct with your child to ensure they understand what is expected of them.

Transport arrangements are reviewed annually and subject to change throughout the school year. You will be informed about changes by School Transport and/or your transport provider.

Solihull Council School Transport Team

E: edtrans@solihull.gov.uk

☎ 0121 704 6610

Write your transport provider's contact details here: