

# Your Child's Safety

## CODE OF CONDUCT FOR PUPILS USING SCHOOL TRANSPORT



## Severe Weather and emergencies

In severe weather or in other emergencies school transport may be disrupted or not operate and schools may close - parents should keep in touch with their transport operator and school for the latest information. Parents need to ensure that their school and transport operator have their current emergency contact telephone numbers and parents should be aware of these situations as they develop. Children should only attempt to use school transport if parents consider it safe to do so. Parents may need to make appropriate arrangements to look after their children at home and children may return home from school early. Parents who take their children to school in bad weather should also bring them home in the afternoon. Local Radio will give out what general advice and information it can and the Council may operate a telephone Helpline (Snowline) to give out information about school closures - the Helpline will be announced on Local Radio. Any information given out will be as accurate as possible and given in good faith, but parents should be aware that the Council cannot guarantee that all information will be correct in what will be emergency and dynamic circumstances. Where there are any incidents on route, the emergency services will normally be called and take control of the incident and schools will normally notify parents as soon as practicably possible.

### For further information please contact:

**Passenger Transport Services**  
**Shirehall, Abbey Foregate,**  
**Shrewsbury SY2 6ND**  
**Telephone: 0345 678 9006**  
**[www.shropshire.gov.uk](http://www.shropshire.gov.uk)**

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- stay well clear of other traffic whilst the bus is moving off
- **NOT cross a road in front of, or behind the school bus!!!!**
- wait until the bus moves off and the road is clear in both directions before crossing
- be met at the drop-off point unless parents do not consider this necessary

**DO NOT go near moving vehicles!**

When crossing the road follow the **Green CROSS CODE**

In dark winter months be **BrIGHT**, be **SeeN**, be **SAFe**

**DO NOT cross behind the bus!**

## Late Buses and Taxis

Occasionally buses and taxis can be late or may not turn up. Parents need to have appropriate arrangements in place to deal with such events. It is good practise for children to have an emergency contact number with them. Pupils should normally wait at least 10 minutes after the scheduled pick up time before making alternative arrangements determined by their parents. Prevailing circumstances and weather conditions are important factors in deciding how long beyond 10 minutes pupils need to wait. Where there is a problem in the afternoon, pupils should report to a member of the school staff who will initiate arrangements to get children home as soon as possible.

This is a Safe Practice Guide  
following assessment of risk

Shropshire Council want your children to be safe when they travel to school. This Code of Conduct is issued to make sure they keep to the simple rules that will keep them as safe as possible. Please make sure that your children know what is expected of them.

It should be noted that parents are fully responsible for the safety and care of their children until they board provided transport at the designated pick-up-point, and on the return journey, from the moment they alight from the vehicle at the designated drop-off point.

Children who do not abide by this Code may have their travel passes withdrawn. Where this occurs parents will need to make appropriate arrangements to transport their children to and from school to ensure their attendance. Parents of children not attending school may be subject to legal action.

The school transport operator also has a code of conduct for safe operations.

**Proper Behaviour on School Transport is Essential for Everyone's Safety.**

### BeFOre the school journey pupils MUST...

- be accompanied to and at the pick-up point unless parents do not consider this necessary
- normally wait for at least 10 minutes if the bus/taxi is late
- make sure that they carry a valid travel pass (or travel may not be allowed)
- be at the pick-up point in good time
- wait in an orderly manner
- keep clear of other traffic
- keep well clear of moving school buses or taxis
- board the school bus or taxi when stationary, one at a time and in an orderly manner
- go to their seats immediately and sit down properly

### DuRING the school journey pupils MUST...

- stay properly seated: do not stand up whilst the vehicle is moving (unless having to stand on a public service - if so hold tight)
- wear seat belts where fitted (this is a legal requirement)

- not distract the driver or be discourteous
- not be abusive
- treat other pupils with care and respect and not misbehave
- not smoke
- keep luggage/bags out of aisles
- not attempt to operate doors or emergency exits (unless in an emergency) or any other mechanisms
- not endanger people's safety or damage the vehicle
- report any concerns about the journey to the driver and/or the school
- follow the drivers instructions if there is a breakdown or emergency
- not carry any offensive weapon, real or replica

### AT THE eND of the school journey pupils MUST...

- stay seated until the vehicle stops
- not operate any doors or exits (unless in an emergency)
- get off the bus in an orderly manner
- ensure that clothing (ie toggles can be particularly dangerous) or bags do not become entangled/snagged in door mechanisms

