

KIRKBURTON MIDDLE SCHOOL

**BUS
POLICY**

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Introduction

This information is being issued to pupils to encourage existing good practice and to keep the excellent safety and behavioural standards on school journeys to and from school.

Instructions to Pupils

Before the bus arrives:

- Always arrive at the bus stop in good time and make sure you have your bus pass and / or fare with you.
- Do not play about near the road while waiting for the bus. Wait on the pavement, well away from the road.

When the bus arrives:

- Signal clearly for the bus to stop.
- Wait for the bus to stop and the doors to open before trying to get on.
- Do not push or rush for the door even when the bus has stopped.

Getting on the bus:

- Show your bus pass and / or pay your fare, then find a seat quickly and quietly without pushing. Only stand if there are no seats left. If necessary, sit three people to a double seat so that everyone can sit down. Put your bags on the floor or on your lap, not on seats or in the gangway.
- Listen to the driver and do as he or she says.

When on board the bus:

- When you are on the bus, stay in your seat all the time that the bus is moving unless you have to stand.
- Do not stand next to the driver, on the stairs, or upstairs.
- Do not talk to the driver while he or she is driving the bus.

- Do not play silly games on the bus or throw things out of the window as this is dangerous and could cause an accident. Try not to do anything which may distract the driver's attention.
- Do not eat, drink or smoke on the bus.
- Do not block the gangway with your bags.
- If you are using ordinary service buses, have consideration for other passengers.

Getting off the bus:

- Indicate in good time that you wish to get off the bus. Do not try to get off the bus until it has stopped. Do not stand up too far in advance of the bus stop.
- Take care that your coat, scarf or bag is not caught in the door as you get off.
- Make sure you have got all your belongings with you before you start to get off. If you've forgotten something, 'phone the bus company as soon as you can. If you can make a note of the bus number then this will help them find your lost property more quickly.
- When you are getting off the bus, see that younger pupils are not in any danger and are well clear of the vehicle.

When you have got off the bus:

- Do not go back to the bus after you have got off.
- Do not cross the road close behind or in front of the bus. You need to be able to see clearly both ways. Where possible, use a pedestrian crossing.
- Do not forget - your actions may influence younger children - set a good example.

If the bus is late in the morning:

- If the bus is late, pupils should wait for about half an hour and a bus should arrive. If it does not arrive, follow instructions previously agreed with your parents.

Breakdown or other emergencies:

- On occasions, when the journey to or from school is interrupted so that the journey cannot be completed, for example by breakdown, children should stay together on the bus rather than setting off to walk. They should sit in a sensible safe way and co-operate with the driver who will inform the bus company of the situation. The bus company will provide a relief bus as quickly as possible and will also inform school of the details of the event.
- Children should follow the instructions of the bus driver, leaving the bus only when instructed to do so. On any occasions when the bus is in easy safe walking distance of its destination, the driver will give permission for pupils to leave the bus and walk in groups, rather than singly, to complete the journey.

Behaviour problems:

- If there are behavioural problems, bus drivers are not to eject children from the bus but to report the incident to school, with the names of children involved, and each reported incident will be acted upon appropriately.

Lost Bus Fares:

- If you lose your bus fare in school, report to the Secretary's Office where you can borrow money which can be repaid the following day.

Information for Parents:

The legal responsibility for your children's safety between home and school is yours. However, when on the bus it rests mostly with the bus driver but also with the children themselves. The law expects children to act responsibly.

Things you can do to help:

- Please ensure that children arrive at the bus stop in plenty of time.
- Make sure your child knows what you want them to do if the bus is late or does not arrive. Pupils are advised to wait for about half an hour and a bus should arrive. If it does not arrive, within this time, pupils should carry out a procedure previously agreed with their parents as to what to do. This may, for instance, involve pupils initially returning to a place of safety (e.g. home, friend's house, neighbour). Parents should also be prepared to make contingency arrangements for their child to attend school that day wherever possible, even though they will probably be late.
- Please make sure your child reads the Pupil Information leaflet we will give to them in September.
- We expect pupils to have in a safe and sensible manner at all times. Parents' co-operation and support for this is vital.

We are continually working with the bus company to try to make journeys safer and more pleasant for all.

If you have any comments to make about school transport, please contact Mr Hebden at school who will liaise with the bus company on the school's behalf. If having first done this you are still dissatisfied with the service your child receives, please contact the bus company directly:

Yorkshire Traction	01484 531998
Yorkshire Rider	01484 426313

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