

## **School Transport Policy – Appendix 2**

### **Behaviour Code**

1. When there has previously been behavioural issues on school transport, children and young people are required to sit in their designated seat for the duration of the journey.
2. Children and young people are required to wear a seat belt for the duration of the journey on contract vehicles.
3. In the event of a vehicle breakdown, or other unforeseen delay, children and young people must remain on the vehicle until the driver can resume the journey.
4. Children and young people must not distract the driver in any way.
5. Children and young people must not engage in inconsiderate behaviour whilst travelling on the vehicle.
6. Children and young people must not damage the vehicle or tamper with the vehicle fixtures and fittings.
7. Children and young people must not chew gum on the vehicle.

Any breaches of the above behaviour code will result in action being taken. The bus driver and any other authorised person have the authority to report breaches in discipline.

### **Disciplinary Procedure**

Any child or young person who has been identified as breaching the above Behaviour Code will be subject to the following three-stage disciplinary procedure:

#### **Stage 1**

On the first occasion the pupil will be given a warning by a senior member of the school staff.

#### **Stage 2**

On the second occasion the recommendation will be made to suspend the pupil's bus pass for a period of time (minimum two days, up to over two weeks, depending on the nature of the breach).

#### **Stage 3**

On the third occasion, the recommendation will be made to suspend the pupil's bus pass for a minimum of four weeks. The pass may be reinstated after that minimum

period, following an appeal by the parents, where the pupil has demonstrated a consistent improvement in attitude and behaviour in school and has given a written guarantee that this will be maintained while on school transport. Alternatively, a service bus pass may be provided.

### **Notes**

- (i) In exceptional circumstances, where there has been a particularly serious breach of the Code, it may be appropriate to proceed straight to Stage 2 of the Disciplinary Procedure.
- (ii) Parents/carers will be informed in writing at all stages of the procedure.
- (iii) It will be the responsibility of the parent/carer to transport the pupil to school while the bus pass has been suspended.