

# Bus & Transportation Policy



Reviewed and Approved on September 2022

..... Heads of Section

..... Director

Review Date: September 2024

# **Bus Transportation Policy**

## **Cambridge English School**

'Students achieving their full potential as active thinkers and self-motivated, life-long learners within a supportive environment.'

### **Introduction**

This policy details the responsibilities and consequences for students who access the bus for transportation to and from school, ensuring their safety and security.

Everyone involved with bus transportation will adhere to the following responsibilities:

### **Student's Responsibilities:**

- Students will respect the driver and maid.
- Students will behave sensibly, not be overly loud and will respect other passengers.
- Students will respect the bus, leaving it in the same condition.
- Students will not deface the bus in any way.
- Students will ensure that rubbish is either placed in bins (if provided) or kept with them.
- Students will remain seated with their seat belts fastened until the bus comes to a complete stop and they are instructed otherwise by the driver or maid.
- Students will not throw items.
- Students will not put themselves or any objects outside of the bus through the window.
- Students will behave sensibly while lining up in the correct line and waiting for the bus.

### **Parent's Responsibilities:**

- Parents will provide an up-to-date address.
- Parents will ensure their student(s) are ready to be collected by the bus.
- Parents of students who deface the bus will pay for the damage and agree that their child cannot access the bus until the damage has been paid for and the matter is settled.
- Parents will remind their students of all expectations of travelling on the bus, including the importance of wearing seatbelts and listening to the maids.
- Parents will demonstrate respect towards both maid and driver.
- In the event of any issue between students, parents will inform the school so that it may be dealt with appropriately. Parents are not permitted to speak to any other student about any issues.

### **Driver's Responsibilities:**

- The driver and maid are in charge of the bus.
- The driver will ensure the safety and cleanliness of the vehicle.
- The driver will ensure the maid is collected first (am) and dropped off last (pm)
- The driver will ensure that all seats have working seat belts.
- The driver will drive in a safe manner, adhering to the laws of the road
- The driver will not depart until given clearance by the Supervising Teacher

## **Supervising Teacher's Responsibilities:**

- The Supervising Teacher will ensure all Primary students are lined up sensibly inside before going to the bus.
- They will ensure only eligible students ride the bus.
- They will double check register of their designated bus before it departs.
- They will support the maid and driver in ensuring that all students are sitting properly with seatbelt fastened before departure.
- They will remind students of rules before departure.
- They will perform a cursory check of the condition of the bus before departure.

## **Maid's Responsibilities:**

- The driver and maid are in charge of the bus.
- The maid will check that the bus has been cleaned by the driver before the students access the bus.
- The maid (supported by the supervising teacher) will ensure all students wear a properly adjusted seatbelt.
- The maid will complete a Bus Staff's Witness Report Form promptly if necessary (Appendix A).
- The maid will ensure all students have exited the bus both at the end of the home-time route, and on arrival at school.

## **School's Responsibilities:**

- School will investigate and decide consequences in-line with school's policies and procedures.
- School will contact parents regarding consequences in-line with school's policy and procedures (Appendix B, Appendix C, Appendix D, Appendix E and Appendix F).
- School will organise the students to access the bus at the end of the school day.
- School will liaise with the bus company to organise bus timings.
- School will liaise with the bus company to resolve any concerns or complaints regarding condition of buses, suitability of drivers.

## **Oversight:**

- The Administrative Manager will be responsible for oversight of-
  - Suitability and condition of the buses and the drivers
  - Allocation of students to buses
  - Delegation and responsibilities of the accompanying maids
  - Direct point of contact with Bus company for any issues (from school or from parents) regarding timings, safety, condition
- The Senior Leadership Team will be responsible for oversight of-
  - Behaviour and conduct of students on buses
  - Referring to CCTV of buses when necessary
  - Following up any behaviour issues with parents
  - Decisions regarding sanctions for poor behaviour on buses or breaches of this policy by students
  - Direct point of contact regarding behaviour-based complaints

## **Consequences:**

Any student who fails to adhere to their responsibilities listed above will be subject to the following steps:

**Step 1** – Student will receive a warning letter, that must be signed and dated by both the student and their parents then returned to school, and the appropriate School Counsellor will telephone the parents (Appendix B).

**Step 2** – Student will not be able to access the bus for one day and a letter will be sent home, that must be signed and dated by both the student and their parents then returned to school, accepting responsibility and the resulting consequences (Appendix C).

**Step 3** – Student will not be able to access the bus for three days and a letter will be sent home, that must be signed and dated by both the student and their parents then returned to school, accepting responsibility and the resulting consequences (Appendix D).

**Step 4** – Student will not be able to access the bus for five days and a letter will be sent home, that must be signed and dated by both the student and their parents then returned to school, accepting responsibility and the resulting consequences (Appendix E).

**Step 5** – Students will not be able to access the bus until their parents have attended a meeting to discuss incidents involving their child, accepting responsibility and deciding consequence – school reserves the right to ban children from accessing the bus at this stage for the health and safety of themselves and others (Appendix F).

It is a 'given' that all parties agree to adhere to this publicly available policy. In the event that an incident occurs and a warning letter is issued, then both parents and their students will sign the Bus Transportation Agreement (Appendix G), confirming they adhere to the responsibilities listed above and that they understand the consequences if their student further fails to adhere to these responsibilities.

**Appendix A – Bus Staff’s Witness Report Form**

Bus Staff’s Name:		Staff Number:				
Student’s Name:		Student’s Class:				
Date of Incident:		Time of Incident:				
Location of Incident:						
Date of Report:		Time of Report:				
Others involved:						
Student’s Name:		Student’s Class:				
Student’s Name:		Student’s Class:				
Student’s Name:		Student’s Class:				
Name:		Number/Class:				
Description of Incident (in detail):						
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>						
Action Taken:						
<hr/> <hr/>						
Other staff involved:						
Class Teacher <input type="checkbox"/>	Specialist Teacher <input type="checkbox"/>	Year Leader <input type="checkbox"/>	Behaviour Team <input type="checkbox"/>	Medical Staff <input type="checkbox"/>	Bus Staff <input type="checkbox"/>	Other <input type="checkbox"/>
Bus Staff’s Signature:						

## **Appendix B – Consequences - Step 1**

Date:

To the parents of:

I am writing to inform you that \_\_\_\_\_ is receiving this warning letter as a consequence of their failure to adhere to the “Student’s Responsibilities” on the first occasion, as detailed in the ‘Bus Transportation Policy’.

I understand that if there is a future instance where my student doesn’t adhere to the “Student Responsibilities”, they will not be able to access the bus for one day (as detailed in the ‘Bus Transportation Policy’).

Please sign the form below and return it to school to indicate acknowledgement. The student will not be able to access the bus until this is returned to school.

Yours sincerely,

Mr/Ms

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I understand my student failed to adhere to the “Student’s Responsibilities” as detailed in the ‘Bus Transportation Policy’ and accept the consequences.

Student’s name: \_\_\_\_\_

Student’s signature: \_\_\_\_\_

Parent’s name: \_\_\_\_\_

Parent’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix C – Consequences - Step 2**

Date: \_\_\_\_\_

To the parents of:

I am writing to inform you that \_\_\_\_\_ will not be able to access the bus for one day as a consequence of their failure to adhere to the “Student’s Responsibilities” on a second occasion, as detailed in the ‘Bus Transportation Policy’.

Therefore, he/she will not be able to access the bus on the following day:

Day 1 – \_\_\_\_\_

I understand that if there is a future instance where my student doesn’t adhere to the “Student Responsibilities”, they will not be able to access the bus for three days (as detailed in the ‘Bus Transportation Policy’).

Please sign the form below and return it to school to indicate acknowledgement. The student will not be able to access the bus until this is returned to school.

Yours sincerely,

Mr/Ms

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I understand my student failed to adhere to the “Student’s Responsibilities” as detailed in the ‘Bus Transportation Policy’ and accept the consequences.

Student’s name: \_\_\_\_\_

Student’s signature: \_\_\_\_\_

Parent’s name: \_\_\_\_\_

Parent’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix D – Consequences - Step 3**

Date: \_\_\_\_\_

To the parents of:

I am writing to inform you that \_\_\_\_\_ will not be able to access the bus for three days as a consequence of their failure to adhere to the “Student’s Responsibilities” on a third occasion, as detailed in the ‘Bus Transportation Policy’.

Therefore, he/she will not be able to access the bus on the following days:

Day 1 – \_\_\_\_\_

Day 2 – \_\_\_\_\_

Day 3 – \_\_\_\_\_

I understand that if there is a future instance where my student doesn’t adhere to the “Student Responsibilities”, they will not be able to access the bus for five days (as detailed in the ‘Bus Transportation Policy’).

Please sign the form below and return it to school to indicate acknowledgement. The student will not be able to access the bus until this is returned to school.

Yours sincerely,

Mr/Ms

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I understand my student failed to adhere to the “Student’s Responsibilities” as detailed in the ‘Bus Transportation Policy’ and accept the consequences.

Student’s name: \_\_\_\_\_

Student’s signature: \_\_\_\_\_

Parent’s name: \_\_\_\_\_

Parent’s signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix E – Consequences - Step 4**

Date: \_\_\_\_\_

To the parents of:

I am writing to inform you that \_\_\_\_\_ will not be able to access the bus for five days as a consequence of their failure to adhere to the “Student’s Responsibilities” on a fourth occasion, as detailed in the ‘Bus Transportation Policy’.

Therefore, he/she will not be able to access the bus on the following days:

Day 1 – \_\_\_\_\_

Day 2 – \_\_\_\_\_

Day 3 – \_\_\_\_\_

Day 4 – \_\_\_\_\_

Day 5 – \_\_\_\_\_

I understand that if there is a future instance where my student doesn’t adhere to the “Student Responsibilities”, I will be invited to a meeting at school to decide the consequence – school reserves the right to ban children from accessing the bus at this stage (as detailed in the ‘Bus Transportation Policy’).

Please sign the form below and return it to school to indicate acknowledgement. The student will not be able to access the bus until this is returned to school.

Yours sincerely,

Mr/Ms

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I understand my student failed to adhere to the “Student’s Responsibilities” as detailed in the ‘Bus Transportation Policy’ and accept the consequences.

Student’s name: \_\_\_\_\_

Student’s signature: \_\_\_\_\_

Parent’s name: \_\_\_\_\_

Parent’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix F – Consequences - Step 5**

Date:

To the parents of:

I am writing to inform you that \_\_\_\_\_ has failed to adhere to the “Student’s Responsibilities” on a fifth occasion, as detailed in the ‘Bus Transportation Policy’.

Therefore, he/she will not be able to access the bus until we have the opportunity to discuss these incidents and explore solutions. Please organise a meeting by ringing school or speaking to a member of staff directly. At this stage, school reserves the right to ban your child from the school bus for the health and safety of themselves and others.

Please sign the form below and return it to school to indicate acknowledgement. The student will not be able to access the bus until this is returned to school and we have completed the meeting.

Yours sincerely,

Mr/Ms

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I understand my student failed to adhere to the “Student’s Responsibilities” as detailed in the ‘Bus Transportation Policy’ and accept the consequences.

Student’s name: \_\_\_\_\_

Student’s signature: \_\_\_\_\_

Parent’s name: \_\_\_\_\_

Parent’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix F - Bus Transportation Agreement**

'Students achieving their full potential as active thinkers and self-motivated, life-long learners within a supportive environment.'

Dear parents,

Listed below are the responsibilities for students and parents who access the bus as listed in the 'Bus Transportation Policy'.

Student's responsibilities:

- Students will respect the driver and maid.
- Students will not eat while on the bus.
- Students will respect the bus, leaving it in the same condition.
- Students will not deface the bus in any way.
- Students will ensure that rubbish is either placed in bins (if provided) or kept with them.
- Students will remain seated with their seat belts fastened until the bus comes to a complete stop and they are instructed otherwise by the driver or maid.
- Students will not put themselves or any objects outside of the bus through the window.
- Students will behave sensibly while lining up in the correct line and waiting for the bus.

Parent's Responsibilities:

- Parents will provide an up-to-date address.
- Parents will ensure their student(s) are ready to be collected by the bus.
- Parents of students who deface the bus will pay for the damage and agree that their child cannot access the bus until the damage has been paid for and the matter is settled.

Failure to adhere to these responsibilities will result in investigation and consequences, in-line with school's policies and procedures.

Please sign below if you agree to adhere to these responsibilities.

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I understand and will adhere to the "Student's Responsibilities" and "Parent's Responsibilities" as detailed in the 'Bus Transportation Policy' and accept the consequences if these are not adhered to.

Student's name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_