



# Milbourne Lodge School

## HOME TO SCHOOL TRANSPORT SERVICE - CODE OF CONDUCT 2021-2022

*This document sets out the expectations from all pupils who may travel on home to school transport. This policy is for the protection of pupils, school transport staff, the public at large and the School. Compliance is mandatory.*

1. Pupils are responsible at all times for their own good conduct on the bus as poor behaviour constitutes a distraction for the driver.
2. Parents/Pupils will be advised of the location and time of their pick-up/drop off point and should arrive there punctually as the bus will not wait past the scheduled pick up time.
3. Food and drink must not be consumed on the bus, unless under the supervision of the chaperone.
4. The use of mobile phones and electronic devices by pupils is prohibited whilst the vehicle is in motion (except in emergencies), as this is distracting for the driver.
5. Seatbelts are to be worn at all times and no journey will be undertaken until all passengers are properly belted in.
6. The parental contribution towards the costs of the home to school bus service must be paid promptly via Cognita Connect **and a term's notice given if a place is no longer required.**
7. Any pupil who fails to comply with this Code will receive a single warning confirmed by means of a letter to his/her parent(s) unless his/her offence is severe and warrants immediate loss of the place. A second transgression will result in immediate loss of the seat.
8. Whilst we have no wish to inconvenience pupils or parents, the safety of all of our pupils is too important to be jeopardised by any individual who will not respect these simple rules which are laid down for the protection of all concerned. The support of parents in this matter is appreciated.

**Signed by Parent(s)**

Name.....Signature.....

Name.....Signature.....

**Signed by Parent(s)** *Please complete*

Our son/daughter is below the age of 12. In the event that we, or our designated carer, is unable to meet him/her at their designated stop on the evening return journey, we will arrange for another parent/carer of a child using the school bus to collect our child. In the unlikely event that we have not made such an arrangement for a particular day, we give permission for our child to be let off the bus into the care of another parent/carer of a bus rider and accept full responsibility for our child's safety under such a circumstance, as evidenced by our signature(s) below:

Name.....Signature.....

Name.....Signature.....

Date.....