



STOUR VALLEY COMMUNITY SCHOOL SUPPORTS THE COUNTY TRANSPORT BUS COMPANIES IN THEIR REGULATIONS

BUS TRANSPORT REGULATIONS

1. Bus passes **must** be carried at **all** times and produced on boarding to the bus driver or other authorised person.
2. Students **must** get on the correct bus as per the pass, for insurance purposes. If students get on the wrong bus they will not be insured.
3. Students using a pass that is out of date, for the incorrect bus or not theirs will be subject to disciplinary procedures.
4. Students will board and leave buses in an orderly fashion, queuing at the designated place and to have due consideration for the safety of others.
5. Students will not use more than one seat; all students should be able to sit down.
6. No eating or drinking on any bus. Phones and music devices should not be used as safety instructions may need to be given.
7. Students will remain seated on the bus whilst travelling, wearing seat belts where fitted and behaving in accordance with the SVCS Behaviour Policy.
8. Damage to seating or other fittings will be regarded in the same way as damage to school property and appropriate action will be taken.
9. No items are to be thrown or trailed out of the bus window or doors.
10. Students are expected to behave in a manner that will not cause offence to other students or members of the public either on or off the bus.
11. No smoking/vaping on buses at all times. Students are not permitted to smoke, carry tobacco, matches, cigarette lighters or vape pens whilst on board or off the vehicle.
12. Alcohol and other intoxicating substances are not allowed on any school bus. Students considered to be under the influence of such substances will not be allowed to travel.

IN ORDER TO ALLOW SVCS TO SUPPORT THESE REGULATIONS WE WILL FOLLOW THESE PROCEDURES:

1. Any students failing to comply with any points of this code will be subject to standard SVCS disciplinary procedures which may include a bus ban.
2. SVCS reserve the right to immediately withdraw the pass from any student not complying with this code or not following any other disciplinary procedures.
3. SVCS reserve the right to refuse travel to any person that in the opinion of the driver or other school official who may cause a nuisance or offence to other students.

INSTRUCTION IN THE EVENT OF BUS LATE / NOT ARRIVING / LOSS OF BUS PASS

Please read these instructions carefully

1. In the event of the bus failing to turn up on time the following action is to be taken:
 - Wait at least 15 minutes at the stop before taking any further action.
 - Do **NOT** leave the stop until you have contacted the school on 01787 279342. If possible **ONE** person should contact the school where they will be given further instructions.
 - The school will endeavour to make alternative arrangements to collect students. However, this may take some time, so we would request that you be as patient as possible.
 - Do **NOT** leave one person alone at the stop. Stay in a group.
 - Do **NOT** attempt to walk to school.
2. If you should lose your bus pass please report it to SVCS reception in the first instance.
 - **A replacement pass for eligible free home to school SCC transport will cost £10.00 (these are supplied directly from SCC, although reception will issue a temporary pass in the meantime) .**
 - **A replacement pass for students who pay the school to travel by Beestons will cost £5.00 (these are organised by the finance office once this fee has been paid via ParentPay. Reception will issue a temporary pass in the meantime).**

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Please sign & return to the School Office as soon as possible

Student name: _____ **Tutor Group**_____

I confirm that I / we have read and will follow the bus transport regulations

Student signature: _____

Parent signature: _____

Date: _____