



Inspiring Optimistic Learners

College Bus and Transport Policy

Approved/Reviewed: September 2016	Next review due: September 2017
Governing Body Committee: N/A	CLT contact: Becky Lear
Policy adopted by the Full Governing Body on: N/A	

Bus and Transport Policy – Summary

Introduction

The purpose of this Policy is to regulate the management and use of College buses and transport at Torpoint Community College and ensure the safety of students and members of the public whilst embarking and disembarking at College.

Objectives

The objectives of the policy are:

- to increase personal safety of students when using College transport;
- to assist in the smooth running of College transport;
- to ensure all students are able to get to and from College safely in all situations.

Day to Day Management

The day-to-day management of any issues related to the use of College buses and transport will be the delegated responsibility of Becky Lear as Assistant Head and members of the admin team on reception duty. Reception staff will refer all concerns initially through Becky Lear.

Responsibility for ensuring the College buses and transport are aware of things like school closures and non-pupil days is the delegated responsibility of Becky Lear. As agreed with the bus companies, reception staff may issue temporary bus passes which are valid for two weeks from the date signed for students who have lost their pass. Reception staff may issue late passes for students completing an after College activity on any one day.

Monitoring Procedures

A weekly rota of designated teaching staff will be present in the bus bay from 08.20- 08.40 every am and 15.20 – 15.40 every pm of each school day.

When on duty it is the responsibility of the teaching staff to ensure:

- students embark and disembark safely and in an orderly fashion;
- all students are on the correct bus for their bus pass;
- students who miss the bus are returned to reception and supervised until arrangements have been made for alternative travel.

Breaches of conduct

The Assistant Head or a senior member of staff acting on her behalf will initially investigate any breach of conduct by students when travelling on College transport. Any serious breach of conduct will be subject to the terms of disciplinary procedures already in place.

Complaints

Any complaints about the College transport should be addressed to the Headteacher. Complaints will be investigated in accordance with the above paragraph.

College Transport Code of Conduct

All students should be aware whilst travelling on all forms of College transport that:

- The driver is never to be disturbed whilst driving.
- Passengers must remain seated and avoid unnecessary movement around the bus.
- If fitted, all passengers must wear a seat belt.
- Whilst travelling, all students are still subject to College discipline procedures.
- All passengers are responsible for their own safety and the safety and storage of their own equipment and luggage.
- Passengers must not drop litter.
- It is the right of the driver to refuse travel to any passenger under the following circumstances:
 - Failure to produce a valid pass;
 - Verbal or physical abuse towards the driver or another passenger;
 - Any behaviour deemed to make driving conditions unsafe;
 - The bus is at its legally safe capacity for passengers.

The College transport providers have the contact details of Becky Lear and there is a verbal agreement to inform the above of any concerns which arise with regards to the safe transport of students in any circumstances.

Bus Marshalls (sixth form students who use the buses regularly) will report any such incidents to Becky Lear.

Sixth Form students volunteer as Bus Marshalls. As part of this role they are expected to wear a college issued photo ID badge which clearly identifies them to the younger students, the driver and members of the public as the person who concerns are reported to. The Bus Marshalls are expected to:

- Be approachable and visible on the bus
- Support all students and ensure that the journey is safe and positive for all.
- Always report events or incidents where students fail to meet college expectations.

This was a new role for 2013 and was designed to ensure positive behaviour from all on the buses and also to ensure that all can travel to and from school comfortably. This was successful in 2013/2014 and has been returned for 2014/2015 with all students attending a “Safety on the Bus” assembly in September. The assembly clearly states College expectations and introduces students to the new Bus Marshalls.

In 2015 a Bus FAQ was added to the website to assist parents and students with any day to day enquiries and ensure that all students have an emergency plan if a bus fails to arrive (Appendix A).

An FAQ guide for Parents, Carers and Students who travel to school using public transport.

FAQ'S	Response				
<p>Who can I contact if there is a concern about a bus?</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>County School Transport Officer Colin Garrick cgarrick@cornwall.gov.uk 01872 323886</p> </td> <td style="width: 50%; vertical-align: top;"> <p>ALine Coaches Dan Tweedie 07989 010747</p> </td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> <p>College Becky Lear Email: lear@torpoint.cornwall.sch.uk Website: www.torpoint.cornwall.sch.uk 01752 812511</p> </td> <td style="width: 50%; vertical-align: top;"> <p>City Bus Mandy Jarvis 01752 264216</p> </td> </tr> </table>	<p>County School Transport Officer Colin Garrick cgarrick@cornwall.gov.uk 01872 323886</p>	<p>ALine Coaches Dan Tweedie 07989 010747</p>	<p>College Becky Lear Email: lear@torpoint.cornwall.sch.uk Website: www.torpoint.cornwall.sch.uk 01752 812511</p>	<p>City Bus Mandy Jarvis 01752 264216</p>
<p>County School Transport Officer Colin Garrick cgarrick@cornwall.gov.uk 01872 323886</p>	<p>ALine Coaches Dan Tweedie 07989 010747</p>				
<p>College Becky Lear Email: lear@torpoint.cornwall.sch.uk Website: www.torpoint.cornwall.sch.uk 01752 812511</p>	<p>City Bus Mandy Jarvis 01752 264216</p>				
<p>What happens if a bus pass is lost?</p>	<p>In the first instance a student should report to reception where they will be given a temporary pass which lasts for two weeks. On the temporary pass there are instructions about how to contact County for a replacement. A small fee is charged by County for a replacement.</p>				
<p>What happens if a student wants to swap or change buses?</p>	<p>Students must travel on the bus for which their pass is issued. Any changes to buses must be agreed by the County Transport Officer. Students who wish to catch an alternative bus on occasion are expected to pay for a ticket.</p>				
<p>What happens if the buses do not run due to bad weather, or need to leave early?</p>	<p>In the event of bad weather prior to the college opening for the morning, the college will endeavour to contact the bus companies as early as possible and then place a message onto the College website. If the school is required to close early due to bad weather during the school day, every attempt will be made to get students home safely or kept on site until it is safe for them to leave. We advise all parents and carers to ensure that they keep their contact details up to date as students will not be allowed to leave the site until contact has been made. Parents should ensure that their child/children know of a neighbour or friend they can stay with in an emergency.</p>				
<p>What happens if a bus doesn't arrive in the afternoon or morning?</p>	<p>The bus companies make every effort to stick to schedules and alert the college if they are delayed. However, on rare occasions a bus might not arrive due to circumstances beyond their control. If a delay occurs in the PM, students will be supervised safely until the bus arrives. If a bus is significantly late, parents will be informed. If the delay occurs in the AM, we would advise students to carry a means of communication with them and also have discussed with parents and carers a clear procedure as to what they should do; a safe place to wait, a friend or neighbour they can stay with until they can access their home etc.</p>				
<p>Staying safe on the bus</p>	<p>Post 16 and Year 11 students are designated as Bus Marshalls. This means they are the first person any student can speak to if they have concerns about the behaviour or safety of others on the bus. This is then reported to the assistant Head in charge of College transport who follows up all incidents. At the start of the term all students attend an assembly which identifies what we consider to be safe and respectful behaviour on the buses.</p>				

Students need to be aware that members of the public also use this transport and students must represent the college positively at all times whilst travelling. We expect the same high standards of behaviour on the bus as we do in the classroom.