



**TORPOINT**  
COMMUNITY  
COLLEGE

*INSPIRING OPTIMISTIC LEARNERS*

# College Bus and Transport Policy

<b>Approved/Reviewed:</b> July 2025	<b>Next review due:</b> July 2027
<b>Governing Body Committee:</b> N/A	<b>CLT contact:</b> Ian Smart
<b>Policy adopted by the Head Teacher on:</b> N/A	

**Policy – Amendment Record Sheet**

<b>Amendment Number</b>	<b>Section Amended</b>	<b>Amended By</b>	<b>Reason for Amendment</b>	<b>Date</b>
01	Page 3	JJO	Temporary bus passes valid for 1 week	21.07.23
02	FAQ	JJO	Temporary bus passes valid for 1 week	21.07.23
03	Various	ISM	Updates	18/07/25
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## **Bus and Transport Policy – Summary**

### **Introduction**

The purpose of this Policy is to regulate the management and use of public transport designated for student travel to and from school 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 public transport designated for College use;
- to assist in the smooth running of the above;
- 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 public transport used to transport students to and from school will be the delegated responsibility of The Director of Business and Finance and the Admin Team on reception duty. Reception staff will refer all concerns initially through the HR Manager.

Responsibility for ensuring the transport providers are aware of things like school closures and non-pupil days is the responsibility of the Admin Team. As agreed with the bus companies, reception staff may issue temporary bus passes which are valid for one week 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 staff will be present in the bus bay from 08.20- 08.40 every morning and the bus bay and hard play areas between 15.10 – 15.30 every afternoon of each school day.

When on duty it is the responsibility of the 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 College Leadership Team member responsible for behaviour, or a senior member of staff acting on their behalf, will initially investigate any breach of conduct by students when travelling to and from College on public transport. Any serious breach of conduct will be subject to the terms of disciplinary procedures already in place.

### **Complaints**

Any complaints about the 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 public transport to and from College 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 the College's disciplinary 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 transport providers have the College contact details to report any behaviour issues on students travelling to and from College 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.

A Transport FAQ is on the College 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).

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.

APPENDIX A

**A FAQ guide for Parents, Carers and Students who travel to school using Public Transport.**

FAQ'S	Response										
<b>Who can I contact if there is a concern about a bus?</b>	<p><b>County School Transport Officer</b> ptu@cornwall.gov.uk 0300 1234 222</p> <table border="0"> <tr> <td><b>College</b></td> <td><b>City Bus</b></td> </tr> <tr> <td>Main Reception</td> <td>James Church</td> </tr> <tr> <td>Email: <a href="mailto:enquiries@torpoint.cornwall.sch.uk">enquiries@torpoint.cornwall.sch.uk</a></td> <td>01752 264245</td> </tr> <tr> <td>Website: <a href="http://www.torpoint.cornwall.sch.uk">www.torpoint.cornwall.sch.uk</a></td> <td></td> </tr> <tr> <td>01752 812511</td> <td></td> </tr> </table>	<b>College</b>	<b>City Bus</b>	Main Reception	James Church	Email: <a href="mailto:enquiries@torpoint.cornwall.sch.uk">enquiries@torpoint.cornwall.sch.uk</a>	01752 264245	Website: <a href="http://www.torpoint.cornwall.sch.uk">www.torpoint.cornwall.sch.uk</a>		01752 812511	
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<b>What happens if a bus pass is lost?</b>	In the first instance a student should report to reception where they will be given a temporary pass which lasts for one week. 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.										
<b>What happens if a student wants to swap or change buses?</b>	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.										
<b>What happens if the buses do not run due to bad weather, or need to leave early?</b>	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 and Facebook page. If the College 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.										
<b>What happens if a bus doesn't arrive in the afternoon or morning?</b>	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 afternoon, 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 morning, 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.										
<b>Staying safe on the bus</b>	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.										