

## TRANSPORT CODE OF CONDUCT

This Code of Conduct has been produced to assist parents/carers and learners in understanding their rights and responsibilities regarding the use of transport provided by The JCB Academy.

### Your son's/daughter's entitlement to travel

All learners of The JCB Academy are allocated a place on a dedicated bus route, which entitles them to travel for one return journey each day that the academy is open.

If you move address you should notify Learner Reception in order that your son/daughter can be allocated a different route if necessary. If your son/daughter wishes to use an alternative bus, this should be agreed by prior arrangement with Learner Reception at least one week in advance and only in exceptional circumstances. However, due to capacity it may not always be possible to accommodate these requests.

### Waiting for the bus

- In the morning, learners should arrive at their bus stop at least five minutes prior to their allocated pick up time.
- In the event that we are notified of a delay, we will send a text alert advising the anticipated time that the bus will arrive: in these circumstances we expect all learners to wait for the delayed bus.
- Should the bus not arrive at the designated time learners should wait a minimum of twenty minutes before returning home and contacting the academy.
- For their own safety, learners should stand well back from the kerb and behave responsibly and safely whilst waiting for the bus.
- We expect that all our learners respect the property of those who live next to, or nearby, their bus stop.

### On the bus

*Learners must:*

- Find a seat quickly and remain in it for the duration of the journey.
- Wear their seatbelt for the duration of the journey.
- Respect the right of other passengers to enjoy a safe and pleasant journey at all times.
- Respect both the driver and the vehicle at all times.
- If instructed by a member of staff, remain in an allocated seat.

### ***Learners must not:***

- Consume food.
- Possess or use any vaping/smoking equipment.
- Leave litter on the bus.
- Listen to music without the use of headphones; volume must be kept at a level that does not disturb other passengers or the driver.
- Behave in a way which impacts negatively on the journey for their fellow passengers.

### **Addressing poor behaviour**

The JCB Academy is committed to providing safe and reliable transport for its learners and we actively encourage learners and parents/carers to report any incidents of poor behaviour on the bus; this can be done in a number of ways:

- By speaking to the Behaviour Support Worker (Mr Spooner) who is on duty on the bus park every morning.
- By speaking to any member of staff who is on duty on the bus park in the morning or afternoon.
- By contacting the learner's mentor, head of house or a member of the Learner Support Team.
- By emailing [bus@jcbacademy.com](mailto:bus@jcbacademy.com)

We work in partnership with our transport providers and liaise regularly with the drivers to ensure that incidents of poor behaviour are reported and addressed.

All incidents are thoroughly investigated by academy staff and any learner who behaves in a way which is deemed unsafe or disrespectful to other passengers, the driver or the vehicle may have their right to use the academy transport removed. Parents/carers of any learner who damages or vandalises the bus will be liable for any repair costs incurred by the bus company.

Sanctions will be applied in accordance with the academy's Behaviour Management Policy. Bus behaviour points will be awarded to learners based on the sanction applied:

- A bus detention will result in 10 bus behaviour points.
- An internal isolation issued for a bus related issue will result in 20 bus behaviour points.
- A fixed term exclusion issued for a bus related issue will result in 30 bus behaviour points.

Bus behaviour points will be accumulated during the year and bus bans will be issued as follows:

- 40 bus behaviour points will result in a one week ban.
- 80 bus behaviour points will result in a one month ban.
- 120 bus behaviour points will result in a ban for the remainder of the academic year.

The Principal has the discretion to issue an immediate ban should he feel the safety of the learner and/or others travelling on the bus are at risk. In such cases the ban will be permanent.

Parents/carers will be informed of any sanctions issued by letter and the accumulated bus behaviour points.

Please note:

Parents/carers are responsible for ensuring that their son/daughter understands the consequences of poor behaviour on Academy transport; we therefore request that parents/carers take the time to talk this through with their son/daughter and sign and return the acknowledgement form overleaf.

I confirm I have received the JCB Academy Transport Code of Conduct and have discussed the contents with my son/daughter, who understands the behaviour expectations and possible consequences of poor behaviour.

Learner Name: \_\_\_\_\_

Year: \_\_\_\_\_

Signed: .....

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

Name: \_\_\_\_\_

Relationship to Learner: \_\_\_\_\_