

ACADEMY TRANSPORT : CODE OF CONDUCT

The primary aim of this Code of Conduct is to assist parents¹ and learners in understanding their rights and responsibilities regarding the use of transport provided by The JCB Academy.

Parents are responsible for ensuring that their son/daughter reads this Code of Conduct and that they understand the expectations detailed and the subsequent consequences of their involvement in any poor behaviour on academy transport.

- **Learners' entitlement to travel**

All learners 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 change address you should notify Learner Reception without delay to ensure that if necessary your son/daughter can be allocated a seat on a different route.

If your son/daughter wishes to travel on a bus route that is not their dedicated route, you must seek permission from Learner Reception at least one week in advance of the date of travel, and only in exceptional circumstances. It should be noted that due to capacity it may not always be possible to accommodate these requests and requests may therefore be declined.

- **Waiting for the bus**

- In the morning, learners must arrive at their bus stop *at least five minutes prior* to their allocated pick up time.
- In the event that the academy is notified of a delay, a text alert will be sent advising the anticipated time that the bus will arrive; in these circumstances all learners are expected to wait for the delayed bus. Please ensure that the academy has an up to date mobile number for yourself and your son/daughter so that you can be kept informed at all times.
- In the event that the bus does not arrive at the designated time, learners must wait *a minimum of 20 minutes* before returning home and contacting the academy.
- For their own safety, learners must stand well back from the kerb and behave responsibly and safely whilst waiting for the bus.
- The academy expects all learners to respect the property of those who live next to, or nearby, their bus stop.
- Any poor behaviour which occurs at the bus stop will be addressed in the same way as if it had occurred on the bus during the journey.

¹ Within this document, the term *parent* refers to those with parental responsibility for a learner

- **On the bus**

Learners must:

- Sit in their designated year group zone 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.
- When directed to do so, wear a face mask for the duration of the journey.
- 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; when using headphones, the 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.
- Engage in any behaviour which compromises the safety of the vehicle or its passengers.

- **Safeguarding learners**

The academy will not tolerate any bullying behaviour on its transport and will take the same steps to intervene and address bullying as it would if the behaviour had taken place on academy premises.

If there are concerns regarding the safety of any learner(s) travelling on academy transport, the Principal reserves the right to direct a learner to travel on a route other than their dedicated route for a specific period of time.

These decisions will be taken in the best interest of all learners as part of the academy's duty of care to keep young people safe.

- **Addressing poor behaviour**

The academy is committed to providing safe and reliable transport for all its learners and actively encourages learners and their parents to report any concerns or incidents of poor behaviour on the bus; this can be done in a number of ways:

- By speaking to any member of staff who is on duty on the bus park in the morning or afternoon.

- By contacting your son's/daughter's Mentor, Head of Year or Assistant Head of Year.
- By telephoning Learner Reception and providing information to a member of the Admin Team.

The academy works in partnership with its transport providers and liaises regularly with them and the bus drivers to ensure that incidents of poor behaviour are reported and addressed. There is CCTV present on buses which enables a clear and accurate view of any concerning behaviour.

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 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 period 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 an initial one week ban.
- Each subsequent 40 behaviour points will result in a further ban (potentially permanent) dependent on the nature of the incident(s) and the period of time over which the points have been accumulated.

The Principal has the discretion to issue an immediate ban should she feel the safety of the learner and/or others travelling on the bus is at risk. In such cases, the length of the ban will depend on the severity of the specific circumstances and may be permanent.

Parents will be informed of any sanctions issued, in writing, including details of the accumulated bus behaviour points.