

Transport Code of Conduct

September 2026



1. Introduction

- 1.1 This Code of Conduct has been produced to assist parents¹ and learners to understand their rights and responsibilities regarding the use of transport provided by The JCB Academy.

2. Entitlement to travel

- 2.1 All JCB Academy 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. Learners must travel on their nominated route unless they have a prior agreement made from The JCB Academy.
- 2.2 If a learner moves address, parents should notify The JCB Academy so that, if necessary, a different bus route can be allocated.
- 2.3 If a learner wishes to use an alternative bus on an ad hoc basis, this must be agreed by prior arrangement with The JCB Academy at least one week in advance and only in exceptional circumstances. It should be noted that due to capacity it may not always be possible to accommodate these requests.

3. Waiting for the bus

- 3.1 In the morning, learners should arrive at their bus stop at least five minutes prior to their allocated pick up time.
- 3.2 In the event of the academy being notified of a delay, a text alert will be sent advising the anticipated time that the bus will arrive. In these circumstances, learners are expected to wait for the delayed bus.
- 3.3 Should a bus not arrive at its designated time, learners must wait for a minimum of 20 minutes before returning home and contacting the academy.
- 3.4 For their own safety, learners must stand well back from the kerb and behave responsibly and safely whilst waiting for the bus.
- 3.5 The academy expects all learners to respect the property of those who live next to, or nearby, their bus stop.

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



4. On the bus

4.1 Learners must:

- Find a seat quickly and remain in it for the duration of the journey (learners may be directed to sit in a specific seat or a specific area).
- Sit in an allocated seat if requested to do so.
- If required, wear a face mask 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, move to/remain in an allocated seat.
- On arrival at the academy in the morning, wait on the bus until instructed to leave by a member of academy staff.

4.2 Learners must not:

- Consume food.
- Possess or use any vaping/smoking equipment.
(If a learner is found to be vaping/smoking on the bus this will automatically result in a fixed-term suspension and an immediate bus ban which means the learner will not be allowed to use the service and will need to arrange their own transport to and from the academy. The length of the fixed-term suspension will be up to five days for a first offence and potentially permanent exclusion for a second offence. The length of the bus ban will be at the Principal's discretion.)
- Leave litter on the bus.
- Listen to music without the use of 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.
- Move around the bus while it is moving.
- Distract the driver in any way.



5. Addressing poor behaviour

- 5.1 The academy is committed to providing safe and reliable transport for its learners. Learners and parents are actively encouraged to report any incidents of poor behaviour on the bus; this can be done by:
- speaking to any member of staff who is on duty on the bus park in the morning or afternoon;
 - contacting the learner's tutor, Assistant Head of Year or Head of Year.
- 5.2 The academy works in partnership with its transport providers and liaises regularly with the drivers to ensure that incidents of poor behaviour are reported and addressed.
- 5.3 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 academy transport removed. Parents of any learner who damages or vandalises a bus will be liable for any repair costs incurred by the bus company.
- 5.4 Sanctions will be applied in accordance with the academy's Behaviour Management Policy. In addition, bus behaviour points will be awarded to learners based on the sanction applied:
- Bus detention: 10 bus behaviour points. (Warning 1)
 - Internal isolation issued for a bus related issue: 20 bus behaviour points. (Warning 2 and letter/communication home)
 - Fixed-term suspension issued for a bus related issue: 40 bus behaviour points and a potential immediate bus ban. (warning 3)
- 5.5 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.
 - Further bus behaviour points will result in a longer ban, potentially for up to one month.
 - Persistent disruptive defiant behaviour on the bus routes will result in a further ban, potentially for the remainder of the academic year.
- 5.6 The Principal has the discretion to issue an immediate ban should s/he feel the safety of the learner and/or others travelling on the bus is at risk. In such cases the ban duration will be determined by the Principal and could potentially be permanent.



- 5.7 Parents will be informed of any sanctions issued on the bus journey (Through Class Charts and or in writing) and the accumulated bus behaviour points will shared prior to a bus ban where possible.
- 5.8 Parents are responsible for ensuring that their son/daughter understands the consequences of poor behaviour on academy transport.

Related policies/procedures:

Behaviour Management Policy, Suspension and Permanent Exclusion Policy

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