

STUDENT CODE OF CONDUCT - ROLES AND RESPONSIBILITIES

OXFORDSHIRE COUNTY COUNCIL WILL ENSURE THAT:

- they provide a safe journey on all Home to School Transport provision,
- route schedules are provided to all transport operators
- contracts with transport operators are monitored to ensure compliance with the law and a record kept of all monitoring procedures
- appropriate risk assessments be carried out to establish suitability of provision and routes for relevant pupils
- a robust complaints procedure exists
- enhanced CRB checks are obtained for drivers and passenger assistants on all contracted provision (and on local bus services on a voluntary basis)
- all complaints be investigated and appropriately acted upon, in liaison with schools and transport operators as necessary
- they respond advising all parties involved of the outcome of the investigation and the action to be taken
- If required, liaise with school where the school consider where appropriate, a temporary or permanent ban of pupils from transport provision

THE TRANSPORT SERVICE PROVIDER WILL ENSURE THAT:

- all vehicles and drivers meet legal requirements
- they have adequate employer's liability, public liability, and vehicle insurance cover
- they hold an appropriate operator's or local authority licence, and a valid Oxfordshire County Council badge
- they employ suitably qualified drivers
- they ensure that drivers carry out Daily Defect Reports
- all drivers have up to date copies of appropriate route schedules
- they immediately advise Oxfordshire County Council where a serious incident has occurred (Tel: 01865 323500)
- all incidents of student behaviour are notified to school and/or Oxfordshire County Council as soon as possible, giving as much information as possible
- All other terms and conditions of contract are adhered to

THE DRIVER WILL ENSURE THAT:

- they carry out Daily Defect Report walk-round checks
- they hold an appropriate licence
- they adhere to the route detailed on the route schedules and do not rely on information from students
- they drive in such a manner that does not involve a risk to passengers
- they refuse to carry any passenger, adult or child that puts any other passenger or road user at risk
- they do not put a child off a vehicle mid-journey, but should seek immediate advice from the Service Provider where a serious incident occurs.
- they report all incidents to their management as soon as it happens

THE SCHOOL SHOULD ENSURE THAT:

- they have a zero-tolerance policy in relation to inappropriate behaviour on home to school transport
- they use its discretion to act, via their own Behaviour Policy/Code of Conduct, to take reasonable measures to deal with a problem that occurred on route to/from school
- they deal with, and monitor any incidents on route to and from school where appropriate, referring those involving safety risks to Oxfordshire County Council
- they treat seriously any notification of an incident received from a driver, pupil or transport operator, notifying Oxfordshire County Council as appropriate
- they identify a lead member of staff for all communications between the school and Oxfordshire County Council for all transport related issues
- via the Head-teacher, they consider their statutory power to discipline pupils
- they establish and impose a series of appropriate sanctions, up to and including fixed-term exclusions, for breaches of the Student Code of Conduct on route to and from school, eg. loss of privileges, name and shame, etc.

- they enforce in assembly if appropriate, the importance of good behaviour on school transport and stress that poor behaviour could put all the other pupils, driver and other road users at risk
- pupils report incidents or concerns about safety, in confidence, to the named member of staff
- they enable the delivery of education and training of pupils regarding appropriate behaviour on home to school transport
- under their legal duty, they address all forms of bullying, and ensure that they are always made aware of any bullying issues on Home to School Transport

THE PARENTS/GUARDIANS SHOULD ENSURE THAT:

- they support the school and the transport service provider by ensuring that their son/daughter follows the Student Code of Conduct.
- they are responsible for ensuring that pupils are at the boarding point five minutes before transport is due and that young children are looked after until transport arrives
- they are responsible for ensuring that young pupils are met when the transport returns from school
- they make sure that pupils have their bus passes with them, as service providers will make checks
- they make appropriate arrangements and ensure that their child knows what to do if the transport is late, or does not turn up
- their son/daughter knows how to behave appropriately on school transport
- they report any incidents of concern as soon as possible to the local authority and the school
- they co-operate with the school, the local authority and the service provider if their son/daughter exhibits bad behaviour on school transport
- if their child is found to be responsible for bad behaviour, they take reasonable steps to modify that behaviour, and to stress to their child the importance of having an appropriate attitude towards travelling on school transport
- if their child misbehaves on a bus they acknowledge that they may be issued with a warning or even be excluded from the vehicle – this should be taken very seriously. If their child is excluded from the vehicle, parents are aware that it is their responsibility to get their son/daughter to school.
- they consider the effect of their child's behaviour on other children and take all relevant steps to improve it

THE PUPILS WILL ENSURE THAT:

- they abide by Student Code of Conduct issued with their bus pass and act responsibly to ensure a safe and stress-free journey
- show respect at all times for Drivers, Passenger Assistants, fellow passengers and their own safety
- they follow the instructions of Drivers and Passenger Assistants at all times they report incidents or concerns about safety, in confidence, to the named member of staff to enable the school to report this to OCC

TRANSPORT BANS/EXCLUSIONS MAY BE IMPLEMENTED FOR INCIDENTS OF UNACCEPTABLE BEHAVIOUR INCLUDING:

- not wearing safety belt (where provided)
- swearing at Driver
- disobeying an instruction given by the Driver
- excessive/persistent littering
- sticking chewing gum on seats
- fraudulent use of travel pass, including providing pass to other pupil(s)
- playing of music (unless through personal headphones)
- misuse of the bell
- Shouting
- Smoking
- lack of consideration/ intimidation of other pupils or the general public
- misuse of emergency exit
- misuse of main entrance
- bullying (verbal and physical)
- fighting
- intentionally distracting driver
- running around the vehicle
- throwing objects inside/outside the vehicle
- vandalism, graffiti, and criminal damage to vehicles

- theft of personal property/possessions of Driver, Passenger Assistant or other passengers
- all illegal activities, eg. possession of knives, drugs, alcohol
- sexual abuse of Driver, Passenger Assistant or other passengers
- other behaviour deemed unacceptable or that poses a risk to safety