

MAKE EVERY JOURNEY A GOOD ONE

STICK TO THE TRAVEL CODE.



Learners

These guidelines have been prepared to ensure that learners are provided with a quality school transport service. To ensure the provision of comfortable, safe and stress free travel, learners must behave in a way that does not endanger themselves, other passengers, drivers, passenger assistants or other road users.

It is the Council's intention to provide a passenger transport service that will seek to carry learners safely, comfortably and without unreasonable levels of stress.

Your Responsibility

- Always respect others, including other learners, drivers and the public.
- Always respect vehicles and property.
- Always be polite.
- Never drop litter.
- Always obey the law.

Your Safety

- Always behave well throughout your journey.
- Always follow the driver's instructions when travelling.
- You must not distract drivers.
- Always cross the road safely and sensibly.
- Always travel by a safe route.

Your Rights

- To be safe when travelling.
- To be treated fairly and with respect.
- To tell someone if somebody or something is causing you problems.
- Not to be bullied or picked on.

TELL A TEACHER, PARENT OR DRIVER

ABOUT ANY POOR BEHAVIOUR

OR BULLYING YOU SEE.

SCHOOL BUS TRAVEL CODE

- 👍 When at the bus stop, always wait sensibly, off the road.
- 👍 Make an agreement with your parents what to do if the bus does not arrive or if you miss it.
- 👍 When the bus arrives wait for it to stop. Never push or rush for the door.
- 👍 Show your bus pass (if you have been given one) when you get on the bus.
- 👍 On a school bus stay in your seat for the whole journey.
- 👍 On a public bus find a seat if one is available.
- 👍 Never block the aisle with your bag or other belongings.
- 👍 Always wear a seatbelt if one is provided.
- 👍 You must not distract the driver when he or she is driving.
- 👍 Never eat or drink on the bus.
- 👍 Never throw anything in or from the bus.
- 👍 Never damage or vandalise any part of the bus.
- 👍 Never operate the bus doors or exits, except in an emergency.
- 👍 Always follow the instructions of the driver or passenger assistant at all times.
- 👍 If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus then leave via the safest exit.
- 👍 Never try and get on or off the bus until it has stopped.
- 👍 Always get off the bus sensibly, taking all belongings with you.
- 👍 Never cross the road in front of or close behind the bus.



Learner Behaviour

- Your safety is very important. You must behave responsibly and safely when travelling to and from school, and follow the rules in the School Bus Travel Behaviour Code.
- Report any misbehaviour to the driver, passenger assistant, school or the School Transport Team.
- In cases of particularly bad behaviour by the learners, drivers have been instructed if necessary, to stop the bus until order is restored.
- Each case of misbehaviour will be considered on its merit. Any unacceptably disruptive behaviour will be investigated to minimise the risk of such behaviour being repeated.
- Vehicles used for school transport may be fitted with CCTV. The footage is confidential but may be used as evidence in cases of misconduct or misbehaviour.
- Following an investigation, the right to transport may be removed for a specified period, depending on the severity of the incident.
- Any damage to the vehicle caused by a learner could result in the operator seeking to obtain reimbursement to cover the cost of the repairs.

Bus Passes

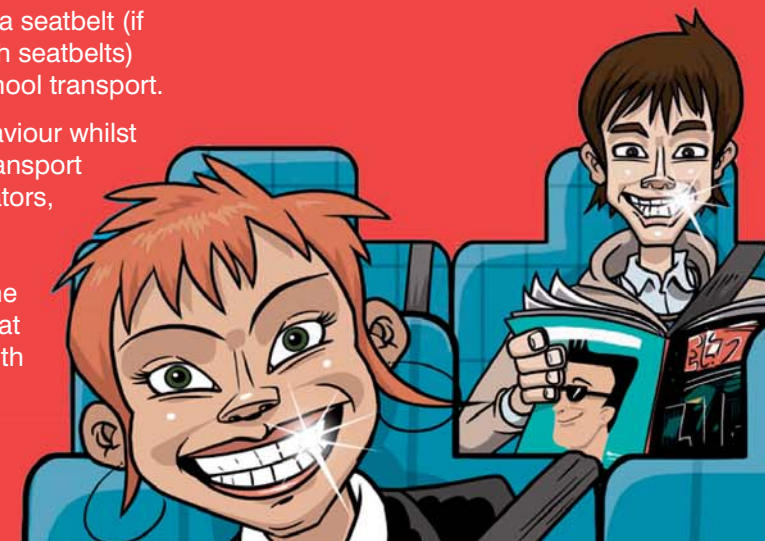
- Bus passes are issued to all comprehensive school learners who are entitled to travel on school transport. The colour of the bus pass will correspond with the coloured route sign located at the front of the vehicle. Learners will be able to easily identify the bus they should be travelling on. Drivers will be able to easily check that learners are travelling on the correct bus. Learners without the correct colour coded bus pass will not be allowed to board the vehicle.
- Learners are expected to carry their bus pass at all times and show it to the driver each time they board the vehicle. This will ensure that only those learners who are entitled to travel on the bus do so and prevent it from being overloaded.
- The Council, in conjunction with the schools and the operators, enforces a **NO PASS NO TRAVEL** policy. This means that any learner trying to board without a valid pass for that vehicle will be refused transport and will need to make their own way to or from school.
No exception will be made to this policy.
- If you have lost or damaged your pass you will need to purchase a replacement. There is a charge. The current cost can be found on the Council's website - **www.rctcbc.gov.uk/schooltransport**. You can pay for the replacement pass by telephone **01443 425001** or at any of the Council's One4aLL Centres
- Bus passes are not normally issued to primary school learners. Their transport providers have been issued with a list of those entitled to travel.

These guidelines have been prepared to assist parents to ensure the safety of their child and others when using the school transport service.

Parents are asked to:-

- Advise the school about any change of address or other circumstances that may affect transport arrangements. The school will then advise the School Transport Team of changes in order to allow the entitlement to free transport to be checked and where appropriate, the necessary arrangements made.
- Provide an emergency contact number, so that you can be advised of any changes to the transport arrangements.
- Ensure that your child does not leave home without a valid bus pass. The Council, in conjunction with the comprehensive schools and the operators, enforces a NO PASS NO TRAVEL policy. This means that any learner trying to board school transport without a valid pass will be refused transport and will need to make their own way to or from school. No exception will be made to this policy. Lost passes can be replaced. There is a charge. The current cost can be found on the Council's website at www.rctcbc.gov.uk/schooltransport. You can pay by telephone 01443 425001 or at any of the Council's One4aLL centres. If no action is taken to purchase a replacement pass, the entitlement to transport may be withdrawn.
- In the mornings your child should leave home in plenty of time to get to the bus so that there is no need to rush, particularly if there are roads to be crossed.
- Make sure your child is ready to be picked up at home or at the pick-up point ten minutes before the allocated time. Details of the bus stop pick-up times for the mainstream school transport routes can be found at www.rctcbc.gov.uk/schooltransport. For SEN pick-ups, which are usually from the learner's home address, approximate times can be arranged with your driver.
- Ensure that appropriate supervision arrangements are put in place, and particularly for primary school learners, that your child is taken to and collected from the nominated pick-up points by a responsible adult.
- For SEN pick ups, drivers and passenger assistants are instructed not to wait longer than five minutes after the arranged times. Any delays can have a significant affect on other learners on the same vehicle. For the benefit and well being of other learners, please ensure that your child is ready to leave at the agreed pick-up time. The passenger assistant will walk with your child from the kerb-side outside your home to the vehicle.
- Pick-up points are arranged to balance the need to pick-up children as close to their homes as possible and the need to limit the number of pick-up points to a level which results in reasonable journey times.

- If your child misses the vehicle, for whatever reason, it is your responsibility to ensure your child is able to attend school. No additional transport will be provided.
- Where transport is arranged by taxi, or the pick up is from the learner's home address, please advise the operator as soon as possible if your child is ill or unable to attend school for any reason.
- In the evenings, a child who has to cross the road after getting off the bus should wait until the bus has driven off before attempting to cross so that they can see and be seen by other traffic. If meeting your child, wherever possible, you should wait at the drop off point itself, and not on the other side of the road. For SEN drop-offs, the passenger assistant will walk with your child to the kerb-side outside your home.
- For SEN learners, parents or a responsible adult must be at home to receive your child.
- Ensure that your child understands that they should wear a seatbelt (if the vehicle is fitted with seatbelts) whilst travelling on school transport.
- Encourage good behaviour whilst travelling on school transport and support the operators, drivers, passenger assistants, the School Transport Team and the schools in ensuring that your child complies with the Welsh Assembly Government's Travel Behaviour Code www.travelcode.org.
- Ensure that your child is aware of the need for good behaviour whilst travelling on school transport. If they misbehave on the vehicle, it may result in your child being excluded from home to school transport, in accordance with the Travel Behaviour Code. Parents will then be responsible for the full cost of ensuring that their child is able to attend school.
- Advise the School Transport Team of any concerns you have about the transport provided for your child. A "Report It" facility can be found at www.rctcbc.gov.uk/schooltransport
- For learners with Special Education Needs, please advise the School Transport Team if your child uses any specialist equipment. You will be required to provide this yourself.
- Ensure that medication is clearly labelled, kept securely in the learner's school bag and handed in at school.



Contact Details

This leaflet aims to provide information to schools, parents and learners who use the transport services provided by Rhondda Cynon Taf Council.

The Council's website www.rctcbc.gov.uk/schooltransport contains more information about the points outlined in this leaflet, as well as the answers to a number of "Frequently Asked Questions". Its "Report It" facility enables problems to be reported.

For any further information:

Email:

For primary and comprehensive school transport:
hometoschooltransport@rctcbc.gov.uk

For the transport of learners with Special Education Needs:
communitycaretransport@rctcbc.gov.uk

Telephone:

01443 425001

Writing:

Integrated Transport Unit
School Transport Team
Rhondda Cynon Taf Council
Sardis House, Sardis Road
Pontypridd, CF37 1DU

In Person:

At the Council's One4aLL centres open on Monday to Friday between 8.30am and 5.00pm

Rock Grounds

High Street, Aberdare

Ty Sardis

Sardis Road, Pontypridd

Ty Bronwydd

Bronwydd Avenue, Porth

Treorchy Library

Station Road, Treorchy

Mountain Ash Library

Knight St, Mountain Ash

