

Using the School Transport Service: Guidance for Students and Parents

The safety, comfort and well-being of our students and staff are of paramount importance to us. We expect the same high standards of behaviour on school transportation as we do in school.

We require all families who wish to pay for and use our school bus service, to read carefully and agree to the following guidance and expectations.

We expect all students to:

- be on time for the bus. The bus will not wait for more than 3 minutes after agreed morning pick-up times.
- remain in their seat, with seat belts fastened, throughout the journey;
- keep the bus clean and tidy at all times- using bins provided or taking rubbish to dispose of after departing the bus;
- not eat or drink on the bus only permitted by a member of staff;
- show respect and consideration for the driver, bus monitor, other passengers and belongings;
- listen to the instructions given by the bus monitor and driver and follow these carefully and respectfully;
- use socially acceptable language when talking to the bus monitor and/or other students, and speak quietly so they do not distract the bus driver;
- adhere to the Whole School Behaviour Policy whilst using the bus service;
- go to the bus immediately after school ends. If students are late to the bus, they will be put on a later bus and supervised by staff until this time.

If a student wishes a friend to travel home with them by bus, a request from the parent or guardian must be sent to the Transport Department by e-mail at least 24 hours in advance (buseshelpdesk@ncbis.co.uk). Permission cannot be guaranteed and will depend on seat availability;

Please contact the transportation department by e-mail (buseshelpdesk@ncbis.co.uk) or telephone should there be any problems with your bus journey to school. Please do not telephone bus monitors directly.

If you need to alter your child's transport arrangements, please send an email to (buseshelpdesk@ncbis.co.uk) at least 24 hours in advance.

If at any point you feel there is a safety concern about the route speed or safety of the bus, please contact buseshelpdesk@ncbis.co.uk or the relevant School Deputy Head.

Please note that failure to adhere to above guidelines will result in the following:

Upon receipt of complaint from any school stakeholder- staff member, parent or student, according to the provided report from the bus supervisor, a formal warning will be issued to the student and parents. After receiving 3 formal warnings, the school reserves the right to remove the offer of a bus service for that student and the student and family will receive a formal letter to convey this.

Please sign, date and return the attached reply slip by _____ . Failure to do so may result in the withdrawal of the school bus service.

Acceptance of School Bus Service Guidance 2018/19

I _____ agree to the above guidance when my child,

Student 1. _____

Student 2. _____

Student 3. _____ is using the school bus service.

I understand and accept that a failure to adhere to the guidelines may result in the bus service being withdrawn.

Signed _____ date _____

Bus Service Request Form

| Family Details | | | |
|---|---|---|--|
| Family Name | | Home Telephone | |
| Home Address | | Mobile Telephone | |
| Bus Service Areas | Refer to back page for Bus Service Areas. Contact the Transportation Department directly (02 2758 2881 ext. 123) for bus service charge if your area is not covered by a bus service. | | |
| Details of Students Requiring Transport | | | |
| Names / Year Groups of Students | | Collect From / Drop Off From | |
| Name | Year/Class | <i>(if different from home address shown above)</i> | |
| | | | |
| | | | |
| | | | |
| | | | |

| Emergency Contact Details | | | |
|---|--|------------------|--|
| Person to contact in case of an emergency | | | |
| Name | | Relationship | |
| Office Address | | Office Telephone | |
| | | Office Fax | |
| Home Address | | Home Telephone | |
| | | Mobile Telephone | |
| Alternative person to contact in case of an emergency | | | |
| Name | | Relationship | |
| Office Address | | Office Telephone | |
| | | Office Fax | |
| Home Address | | Home Telephone | |
| | | Mobile Telephone | |

Notes: the service will be provided after 3 days after receiving the form.

| Bus Service Charge is <u>per student</u> per term (invoiced with school fees) | | | |
|---|------------------|----------------------------|-------------|
| Signature of Parent or Guardian | | | |
| | <i>Signature</i> | <i>Name (print please)</i> | <i>Date</i> |

| | | |
|--|-----------|----------------------------|
| <i>To be completed by Transport Supervisor</i> | | <i>Date & Initials</i> |
| Student(s) to start using Bus Service on _____ | | |
| Address & pick-up times verified by telephone with parents | | |
| Address information provided to Bus Subcontractor | | |
| <i>To be completed by Finance Office</i> | | <i>Date & Initials</i> |
| Received payment for Bus Service from parents | Invoice # | Amount: |
| Record student details on master bus list. | | |