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## **Bus Code of Conduct**

The Governors have decided unanimously that the Code of Conduct should be **applied to all school transport**, that is vehicles bringing students to and from the site, coaches being used for visits and the academy's minibus. The Governors are very aware of their responsibility for students under Health and Safety legislation. The Code of Conduct conveys in writing the instructions that all students have been given verbally. Furthermore, the Governors feel that it is very important that parents are made aware of the academy's efforts in always ensuring a pleasant and safe journey for their children so that they can help reinforce the Code.

The Code is based on one principle: that students using transport to and from the site and during school time should behave themselves as anyone would on a normal fee-paying bus service. The Governors feel they are quite justified in operating a policy of "zero tolerance" regarding misconduct on the buses. Therefore, it is likely that the punishment for any offence, even the first one, will be severe.

In order to clarify for parents and students the conduct expected on the buses, North Kesteven Academy and the coach companies that serve the academy, outline below the conditions under which students can be accepted as passengers.

1. The overriding expectation is that passengers should conduct themselves as they would on any normal bus route where there are fare paying passengers.
2. The bus and coach companies and North Kesteven Academy require parents and students to sign the Code of Conduct acceptance (Page 3) and return it to academy.
3. The bus and coach companies and the academy will undertake to investigate as fully as possible any incidents of misconduct to maintain safety standards and acceptable travelling conditions for all passengers.
4. The bus and coach companies and the academy reserve the right to suspend an individual from using the bus for unacceptable conduct. The suspension could be temporary or permanent, depending on the severity of the misconduct and the record of their previous conduct on the buses.
5. Any damage caused must be paid for by the individual responsible.
6. The academy and bus and coach companies reserve the right to instruct students where to sit on the bus. If students are so instructed, it will not have been done without good reason. Once instructed, any student who does not observe the instruction will be regarded as having contravened the Code of Conduct.
7. The bus and coach companies and North Kesteven Academy wish to make it clear that one of the conditions required by the Code of Conduct is that all students accept the responsibility to cooperate in investigating any incidents, which may occur on the bus. Students who are not co-operative will be deemed to have contravened the Code of Conduct.

**The Code of Conduct requires passengers to:**

1. Conduct themselves on the bus to and from academy as any passenger is to be expected to do on any bus route on a normal service.
2. Be fully cooperative if asked to help investigate any incident that occurs on the bus;
3. Cooperate fully with the driver in every way.

**The Code of Conduct does not allow passengers to:**

1. Move out of their seat once they have got on the bus;
2. Stand when the bus is moving and where there are seats vacant;
3. Throw or project anything out of any window or inside the bus;
4. Smoke or vape;
5. Be unpleasant or anti-social either verbally or physically to any other passenger;
6. Damage any of the fittings or furnishings of the bus; conduct themselves or perform any actions which endanger the safety of other passengers.