

Pupils

At the bus stop

- Never cross in front of, or close behind a bus
- You must be able to see clearly both ways
- Do not go near the bus until it has stopped
- Be at your stop at least five minutes before the bus is due
- Have your bus pass available at all times and please take good care of it when not in use as there will be a charge for lost or damaged passes
- Only get onto the bus that you have a pass for
- If the bus does not arrive, do not try to walk to school or accept a lift from someone you do not know. Your parent(s) or carer(s) will tell you what to do if this happens

On the bus

- Stay in your seat
- Use the seatbelt if there is one
- Do not distract the driver
- Do not damage the bus in any way
- You may be responsible for the costs of any damage and vandalism to the vehicle
- If you misbehave, you may be banned from future travel
- Please make sure that the bus is left clean and tidy
- Do not bully other pupils, swear or use foul and abusive language
- Do not eat or drink on the bus
- Smoking is not allowed on school buses
- Wait until the bus stops before getting off

Getting off the bus

- Never cross in front of, or close behind a bus
- You must be able to see clearly both ways
- Beware of coats and bags catching in doors
- Never push or shove others when getting off the bus

Waiting for the bus at school

- Get to the bus waiting area quickly when school has finished
- Pay attention to directions given by school staff
- Have your bus pass available at all times and please take good care of it when not in use as there will be a charge for lost or damaged passes
- Never cross in front of, or close behind a bus
- You must be able to see clearly both ways
- Do not go near the bus until it has stopped
- If you should miss your afternoon bus, return to your school and report to the secretary or a teacher
- Only get onto the bus that you have a pass for

In the event of a breakdown or accident

- Stay on the bus unless it is unsafe to do so.
- Please follow the advice of the driver - if there is likely to be a delay, (s)he will normally seek help by telephone.
- Do not make your own arrangements to get to school or home without first contacting the school or your parents.

Be safe on the bus

A few simple safety rules for pupils, parents, bus drivers and teachers



Parents

Take them

Take young children to the bus stop at least five minutes before the bus arrives. Look after them until the bus arrives.

Meet them

Young children must be met when the bus returns from school - youngsters are often excited and forget road safety as they get off the bus.

Remember you are responsible for the safety of your child at this time.

Teach them

Teach your children the safety rules. Do they understand the rules for pupils in this leaflet?

Help the driver

Help bus drivers do their job. Remind children that playing about at bus stops and on the buses can cause accidents and injuries.

When children are alone

Make sure unaccompanied children know the safest route between home and bus stop. The shortest route may not be the safest. Be sure children know the best place to cross busy roads. Use school crossing patrols where provided.

Bad weather

If bad weather prevents a school bus operating in the morning, no return service will operate in the afternoon even if the weather improves.

Seat Belts

Remind your children to always use their seat belts when they are provided.

Further Information

Further information and frequently asked questions can be found on Dorset Council's School Transport website:

www.dorsetcouncil.gov.uk/school-transport

Bus drivers

Approach each stop **slowly** and **with care**

Check bus passes daily

Use the hazard warning lights when the bus is stationary.

Keep the doors closed until you have brought the bus to a complete standstill.

Before moving off, make sure that doors are properly closed, and that no coats or bags are caught in the mechanism of the door - from inside or outside.

Pay particular attention to nearside mirrors in case latecomers attempt to board.

If there is any misbehaviour on the bus, stop your vehicle as soon as it is safe to do so and do not proceed until the misbehaviour ceases. **Never evict an unruly child between destinations.** Report misbehaviour to the pupil's headteacher. **Never** say you are going to report misbehaviour and then fail to do so. Report any damage to vehicles or seat belts to the school concerned. Summon police assistance if necessary.

Make absolutely sure that all disembarked children are well clear of the bus before moving off, and that no children are dashing back for property they have left behind.

Discourage children from crossing in front of the bus.

If it is necessary for you to reverse, try to avoid doing so where children are waiting to board or have just left the bus.

If it is necessary to reverse on school premises, ensure that the path is clear.

Children should be told that you will not drive away until they are sitting in their seats. Remind children to use their seat belts where fitted.

Ensure that "school bus" signs and route numbers are displayed.

Teachers

Bad behaviour on school buses cannot be tolerated as it endangers all the children using the vehicle. Schools will have their own disciplinary procedures, but where misbehaviour is persistent, parents should be reminded that the council has the power to suspend any child from using school transport.

Please help to ensure that all children understand the rules for using school transport and their importance.

Remind the children to always use their seat belt when they are provided.

It may be appropriate to appoint prefects or monitors to monitor the conduct of children travelling on school transport.

Do not allow children to travel who have not been authorised by Dorset Travel.

Dorset Travel can be contacted on the following telephone number:

01305 224537