

HOME TO SCHOOL TRANSPORT



Schools' Guidance Behaviour Code of Conduct

Passenger Transport Unit
0300 123 4050
www.hertsdirect.org/passengertransport



Introduction

This guidance is provided to support schools' and those involved in home to school transport, to ensure that we all work together to achieve a clear and transparent policy about behaviour on school specific vehicles.

The consequences of poor behaviour can be wide ranging and the following guidance has been written taking into account the Education and Inspections Act 2006.

A separate guide for pupils has been written. All pupils, upon receipt of their ticket, will receive a copy of this.

Categories of breaches in behaviour on home to school transport

To promote consistency in responding to behaviour problems, the following categories have been identified. These have been identified to provide a guide to schools', but are not exhaustive.

(1) Nuisance and offensive behaviour

(Includes behaviour that is irritating and unpleasant but not dangerous)

- Failing or refusing to show a bus pass when boarding
- Eating on the school bus
- Smoking on the bus (smoking is illegal)
- Using offensive language

Initially the driver of the vehicle will deal with these types of incidents informally. If the incident is more serious, the driver will complete an incident report; it is expected that most drivers will be able to handle such situations. The incident report will be provided to the school concerned.

(2) Dangerous behaviour/destructive behaviour

- Distracting the driver verbally or with threatening behaviour
- Harassing and bullying other passengers
- Throwing objects inside the bus which has the potential to cause harm and/or damage
- Preventing others from getting on or off the bus
- Standing, jumping or running up and down the aisles
- Refusing to wear a seatbelt when these are provided.

The driver should stop the vehicle and warn the passengers about their behaviour. If this behaviour continues and it would be hazardous to continue the journey, for instance, in extreme cases, the police would be called. In all such instances, the driver, upon arrival at the school, will report this to a senior member of staff at the school. This would also be reported to the operating company and an incident report would be provided to Hertfordshire County Council. See warning process. Where incidents occur on the homeward journey, the incident report would be submitted to the school the following day, and the matter again, would be reported to a senior member of staff at the school.

(3) Highly dangerous/destructive behaviour

- Physically attacking the driver or other passengers
- Marking or damaging the bus or other property
- Throwing objects out of the window which has the potential to cause harm and/or damage.
- Repeated instances of dangerous or nuisance behaviour
- Interfering with emergency exits, doors or windows
- Threatening other users with an offensive weapon

It is highly likely that any breach in this section would result in an immediate and/or permanent ban and the involvement of the police. In the first instance the driver will deal with the situation by reporting to a member of the schools' senior staff and completing an incident form. Hertfordshire County Council and operators would press for the prosecution of anyone involved in such incidents.

In addition, such incidents would be considered a part of the behaviour policy of the school the pupil attends.

The county council's complaints procedure would be available to parents who wish to object to the process.

Warning Process

Please note that one or more of the stages of the process below may be bypassed dependant upon the nature of the initial or subsequent incident of poor/highly dangerous behaviour.

The stages are as follows:

Stage 1: Driver deals with initial problem-*No further action*

If more serious, an incident report would be completed and given to the school.

Stage 2: Driver reports incident to company

Operator liaises with PTU, following completion of an incident report, sent to both the school and PTU. The school will need to make a judgement as to whether to notify the parent or carer.

Stage 3: Second nuisance incident, which becomes more serious

Operator liaises with PTU, following completion of an incident report, sent to both the school and PTU. Letter sent by PTU to parent.

Stage 4: Further or more serious incident

Operator liaises with PTU, following completion of an incident report, sent to both the school and PTU. Second Letter sent by PTU to parent.

Stage 5: Subsequent incident

Hertfordshire County Council ban pupil from transport, for example for one week. The letter to the parent explains that the child is no longer permitted to travel on the vehicle and that they should contact the local admissions and transport manager about alternative arrangements for travel to school.

Stage 6: Dangerous or more repeated incidents

Hertfordshire County Council would consider a permanent ban or alternative action. The letter to the parent explains that the child is no longer permitted to travel on the vehicle and that they should contact the local admissions and transport manager about alternative arrangements for travel to school.

The latter stages above are provided as a deterrent and it would be hoped that they would only rarely need to be invoked. At all stages, with the exception of the first stage, parents/carers would be notified.

Note:

This guidance is intended primarily for school specific transport, and will also be used for those travelling to ESCs and special schools. It is recognised that variances may apply in those specific circumstances.

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