

Use of CCTV on School Buses

Parents and pupils should be aware that CCTV or other recording methods are used on a number of school contract buses to support initiatives against anti-social behaviour and vandalism. Vehicles using CCTV or other means of recording will have notices displayed to this effect. Recorded images may be shown to school staff to identify individual pupils.

Damage to vehicles

Where a vehicle is damaged as a result of vandalism, the bus operator may seek to recover the cost of repairs from the parents of the pupil or the student responsible for the damage.

The County Council will release the name and address of the parent or guardian of a pupil or student to an operator, if it receives a reasonable request to do so, in order to allow the operator to seek to recover the cost of damage caused to a vehicle.

Lost, stolen or damaged passes (Secondary Schools and Colleges)**

If your pass is lost, stolen or damaged you should immediately obtain a temporary pass from your school or college - this will allow you to travel home and give you time to obtain a permanent replacement pass.

To obtain a replacement pass contact your school or college office who will instruct you about what to do. An administration fee of £5* is applicable. Please note that we are not able to issue any replacement passes to applicants directly, either by post or in person at County Hall.

* Replacement fees may vary at some schools and colleges.

** If you lose a season ticket you must pay your fare on the vehicle until you have obtained a replacement pass.

Guideline leaflets in this series

This leaflet aims to give advice and information to students, parents, schools, colleges and bus operators who use and deliver transport services provided by Leicestershire County Council.

Other leaflets in this series, available on request, include:-

- ✦ **Guidelines for School Staff**
- ✦ **Bus Passes – Frequently Asked Questions**
- ✦ **Guidelines for Drivers**
- ✦ **Anti Social Behaviour on School Buses**
- ✦ **Guidelines for Parents: Special Educational Needs Transport**
- ✦ **Guidelines for Parents of Primary School Children**

If you require information contained in this leaflet in an alternative version, e.g. large print, Braille, tape or an alternative language, please telephone: **0116 305 8777**.

Fax: **0116 305 7181**

Email: passengertransport@leics.gov.uk

Web: www.leics.gov.uk

or write to:

**The Passenger Transport Unit
School Transport Guidelines
P.O. Box 1151
LEICESTER
LE3 8ZQ**

If you have any comments about this leaflet or the services it relates to please contact the Passenger Transport Helpline - 0116 305 8777.

Leicestershire School and College Transport

Safe Travel on School Buses

Guidelines for Parents and Students



Issue 2

For Parents

These guidelines are produced to help secure safe and reliable school transport for all students. Parents should ensure that their children are aware of these guidelines.

- Remember that your child remains under your care until he or she is accepted for travel on the school bus, and when they get off the school bus at the end of the school day.
- If you are concerned about your child, you should accompany him or her to the stop and wait with him or her until the bus arrives. Similarly, you should ensure that young children are met when the bus returns from school.
- If your child is unaccompanied make sure that he or she knows and follows the safest route, uses the safest crossing places and knows how to behave responsibly whilst waiting for their bus.
- Please make sure that you have discussed with your child what to do if the bus does not arrive or if he or she fails to catch the bus for any reason.
- If you have any concerns regarding school transport please contact us on the Passenger Transport Helpline on **(0116) 305 8777**.



For Students

Using School Buses

- **DO** behave responsibly at all times when waiting for, getting on, travelling on or getting off a school bus. If you misbehave you may be excluded from the transport.
- **DO** travel only on the bus you have been allocated to (the number is shown on your timetable or bus pass) - if you travel on any other bus you might be taking the place of another entitled student. Students

attempting to travel without authority from the Passenger Transport Unit may be excluded from the transport. Authority to travel will be withdrawn if required payments are not made.

- **DO** make sure that you arrive at your stop 5 minutes before the scheduled departure time. Only get on or off the bus at the pick-up/drop-off points listed on your timetable. If you have to cross the road after getting off, allow the bus to move off before doing so (where possible, use a pedestrian crossing).
- **DO** stay alert while waiting for your bus, face the direction from which your bus approaches and be ready to board and show your bus pass.
- **DO** discuss with your parents, what your plans will be, if the bus fails to turn up or if you fail to catch it for any reason. Very occasionally the bus may fail to arrive on time. If it is late you should wait for 20 minutes after the bus was due to arrive at the pick-up point. If the bus fails to turn up after this time, options include travelling to school using public transport, travelling to school with a responsible adult e.g. your parent or friend's parent or ringing the Passenger Transport Helpline on **(0116) 305 8777** who will investigate and may arrange alternative transport. Please inform your school of the reasons for your late arrival.

- **DO** show your bus pass to the driver every time you travel. All secondary school students are issued with bus passes. If you have been issued with a pass and you cannot show it, the driver will refuse to carry you. You should discuss with your parents what to do if this happens. The bus pass is not valid if defaced or damaged and its misuse may lead to the holder being excluded from the transport.

- **DO** Sit down when you board your bus and remain seated until you arrive at your drop-off point.
- **DO** wear a seat-belt, if one is fitted to the vehicle. It is a requirement for all pupils to wear a seat belt, if fitted. It is not the coach driver's responsibility to ensure that pupils wear a seat belt.
- **DO** return to your school and tell the school secretary or a member of the teaching staff if you fail to catch your afternoon bus.
- **DO** report any concerns regarding your transport to any member of staff at your school or the Passenger Transport Unit **(0116) 305 8777**.
- **DO NOT** play about near the road while waiting for the bus.
- **DO NOT** get on or off the bus until it has stopped moving.
- **DO NOT** push or rush for the door when the bus has stopped.
- **DO NOT** take up more than one seat.
- **DO NOT** block gangways and exits, or take up seats, with bags.
- **DO NOT** distract the driver's attention as this could cause an accident. Only speak to the driver when he or she is not driving, or in an emergency.
- **DO NOT** smoke on school buses. If you do, you will be excluded from using the bus.

In the event of a breakdown or accident

- **DO** follow the advice of the driver. He/she will normally seek help by telephone and arrange alternative transport if necessary.
- **DO** stay on the bus unless it is unsafe to do so.
- **DO NOT** make your own arrangements to get to school or home. Experience has shown that if pupils make their own arrangements it may lead to confusion and possible distress.