

if it receives a reasonable request to do so, in order to allow them to seek to recover the cost of damage caused to a vehicle.

### What happens when a pupil returns to transport?

After a period of exclusion has ended, a pupil will normally be allowed to travel on the school bus again.

However, the operator may require certain conditions (e.g. that the pupil must use a specified seat at the front of the bus) or the pupil may be transferred to another school bus. The operator is likely to seek compensation for damage and / or cleaning.

Sometimes, other transport arrangements may be made, (e.g. for travel on an ordinary bus service, where available) rather than return to the school bus.

### What other help is available if there is bullying on the bus?

If there is bullying on the bus, it may be happening in school as well. The school should always therefore be involved in dealing with any bullying incident.

**Beyond Bullying** is a County Council project led by the Anti-Bullying Strategy Team. It provides information and advice and shares good practice locally and nationally.

Visit [www.beyondbullying.com](http://www.beyondbullying.com) for more information.

Parents who would like support with a bullying issue can also contact the Parent Officer in confidence by telephone **0116 305 6197**, by email **education@leics.gov.uk**, by letter or in person at the Customer Service Point at County Hall (8.30 - 5.00 Monday to Thursday except on Wednesday afternoons, 8.30 - 4.30 on Fridays) or at the Joint Service Shop, Charnwood Borough Council Offices, Loughborough between 2.00 and 5.00pm on Wednesdays.

### 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
- Guidelines for Parents and Students
- Bus Passes - Frequently Asked Questions
- Guidelines for Drivers
- Guidelines for Parents: Special Educational Needs Transport
- Guidelines for Parents of Primary School Children
- Guidelines of Safe Working Practices for the Protection of Children and Staff

If you have any comments about this leaflet or the services it relates to or 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 0002**

**or write to:**

Customer Service Centre (E&T),  
Leicestershire County Council,  
County Hall, Glenfield, Leicestershire LE3 8SR

**Email:** [customerservices@leics.gov.uk](mailto:customerservices@leics.gov.uk)

**or visit our website:**

[www.leics.gov.uk/school\\_college\\_transport](http://www.leics.gov.uk/school_college_transport)

## Leicestershire School and College Transport

# Anti-Social Behaviour on School Buses



## Introduction

The vast majority of pupils travel to and from school every day in safety and without incident. However, anti-social behaviour on school buses by a small number of pupils is a growing problem. This is a national trend and not confined to Leicestershire. Some of the implications of anti-social behaviour are:

**For pupils and parents** - the safety of those directly involved and other pupils on the bus and the inconvenience when buses are delayed because of anti-social behaviour.

**For bus operators** - the cost of repairing damage and the loss of income while a vehicle is out of service being repaired.

**For the County Council** - the increased cost of providing school transport reflecting bus operators' increased costs.

**For the School** - visible anti-social behaviour may diminish the reputation of the school in the community.

## What is Anti-Social Behaviour?

Anti-Social behaviour includes a range of problems.

**Some examples of anti-social behaviour on school buses are:**

- Fighting, bullying, intimidation of other pupils
- Verbal abuse of drivers and harassment of other pupils
- Vandalism, graffiti and criminal damage to vehicles
- Smoking
- Moving around the bus, distracting the driver
- Misuse of bus passes
- Opening emergency exits on the vehicle in a non-emergency situation
- Throwing objects from the vehicle.

## What happens if anti-social behaviour is reported?

The school is in the best position to carry out an investigation into the incident, as they know the

pupils involved. It is for the school to determine how to carry out the investigation but it would normally involve taking written statements from pupils who witnessed the incident and interviewing individually those pupils named or identified as involved.

Any information given is treated in confidence. The investigation will seek to establish, as far as possible, exactly what happened and who was responsible.

CCTV is fitted on many vehicles. Where CCTV recordings are available, they or still images will be shown to the school to identify those pupils taking part in anti-social behaviour.

In very serious cases, the bus operator may call the Police, particularly if there has been damage to the vehicle. The Police may carry out their own investigation and might also wish to interview those pupils involved.

## What action is taken against pupils involved in anti-social behaviour?

Following an investigation, any sanctions against pupils are agreed between the school and the Sustainable Travel Group (STG). This is usually in the form of exclusion from transport for a defined period although disciplinary action within school, e.g. after school detentions, may sometimes be agreed as an alternative.

The action taken will depend on the severity of the incident and whether a pupil has previously been involved in anti-social behaviour.

**However, the following can be used as a guideline:**

- For a minor incident (e.g. misuse of bus passes, moving around the vehicle) - warning letter on the first occasion
  - on the second occasion, exclusion from school transport for 1 to 5 days
  - on subsequent occasions, exclusion from transport for 5 to 10 days

- For a serious incident (e.g. bullying, physical or verbal abuse of driver or pupils, smoking, any action threatening the safety of individuals or the vehicle, vandalism or damage to the vehicle)
  - Exclusion from transport for a minimum period of 5 days up to 1 term depending on circumstances and previous history.

These are guidelines and the action agreed in any particular case will take into account individual circumstances and the views of the school.

Repeated serious incidents will lead to permanent exclusion from transport.

## What happens if a pupil is excluded from transport?

When exclusion from transport has been agreed, parents will normally be notified in writing and given an appropriate period of notice before the exclusion period starts. This is to allow parents an opportunity to make alternative transport arrangements. During the exclusion period, it remains the parents' responsibility to ensure their child's continued attendance at school.

In very serious cases, where it is considered that the safety of the vehicle and other pupils would be put at risk by allowing a pupil to continue to travel, exclusion from transport may start immediately and without written notice. In such cases, the school would attempt to contact the parents to make them aware of the situation and arrange for them to collect the pupil from school. If the parents could not be contacted, alternative transport would be arranged to get the pupil home.

## What if there has been damage to the bus?

The operator may seek to recover the cost of repairs from the parents of the pupils responsible. The County Council will release the name and address of the parent or guardian of a pupil to an operator,

