

## **Painsley Catholic College**

### **Health and Safety guidance for Painsley School Transport**

For those parents/students who have purchased a seat on the Painsley school bus, the below Health and Safety guidance must be followed to ensure that students travel to and from school safely.

#### **School Bus Passes**

All students who have been allocated a seat on the Painsley bus must carry their bus pass with them at all times as they will need to show their passes to the bus driver. The College, does recognise that there may be occasions where a student forgets their bus pass. Therefore, the bus driver will refer to the passenger list provided by the College to the transport operator. If a student is not listed on the passenger list, the bus driver will **not** allow the student onto the Painsley bus. Students must show their pass on each journey. Should your child lose or damage their bus pass, a replacement can be ordered by contacting the Finance Department by email: [accounts@painsley.staffs.sch.uk](mailto:accounts@painsley.staffs.sch.uk) or telephoning (01538) 714944. A £5.00 charge will be made for a replacement bus pass.

#### **Pupil Behaviour**

It is the responsibility of parents to ensure their children get to school and behave appropriately whilst travelling on the Painsley bus to and from school. The College may withdraw bus passes if a student's behaviour has created a safety hazard, or amounts to a persistent or serious abuse of the system.

Any student behaviour that endangers other road users, pedestrians, passengers or the driver, or causes damage to the vehicle will not be tolerated. The College, after consultation with the transport operator, will advise parents of any incident that has occurred where the intention is to withdraw transport for a defined period or on a permanent basis and no refund will be given. Parents will then be required to make their own transport arrangements. The action taken will be confirmed with the transport operator. Where damage has been caused to a vehicle, a charge will be made to parents to cover the damage.

Students must behave appropriately on the vehicle and not abuse the rules. Every student has a personal responsibility for his or her own and others' safety during the journey to and from school. Please ensure your child understands and follows the College's code of conduct.

- Students must always use a seat.
- Students must remain seated at all times whilst travelling on the Painsley bus.
- Students should board and get off the school bus one at a time in an orderly manner. They should not cross the road immediately in front of or behind the school bus.
- Students should keep luggage or bags out of the aisles.
- Students should do nothing to distract the driver's attention during the journey as this could be very dangerous.
- Emergency doors or exits should only be used in an emergency.
- Care should be taken to ensure clothing or bags are not caught in the door mechanism.
- Students who miss the afternoon bus home should return to school and report to the Painsley Reception or a member of staff on duty on the College bus park.

#### **Bullying**

Bullying or other unacceptable behaviour will not be tolerated. If you have any concerns about student behaviour on the Painsley buses, please contact the student's Pastoral Lead.

## **Breakdowns**

The driver will seek help by telephone and will advise the school of the expected delay and any other relevant information.

Students should stay on the bus, unless it is unsafe to do so, and follow any instructions provided by the driver. Alternative arrangements will be made to get your child to school or home as soon as possible for those using the Painsley buses.

Students should not make their own way home or to school unless you have given them specific approval to do so.

## **Accidents**

If your child's Painsley bus is involved in an accident the school and the local police will advise you if your child has been taken to hospital. The school will be able to provide general information and will pass on as much as possible and as quickly as possible.

## **Seat Belts**

Where seat belts are fitted in vehicles, it is in the students' interest that any belt provided is worn whilst the vehicle is in motion. Please ask your child to wear the belt where one is provided.

## **Please Remember:**

- You are responsible for your child's safety while getting to and from the collection and drop-off point
- You should encourage your child to behave responsibly while waiting for the bus to arrive and at all times during the journey to and from school.
- The number on your child's bus pass will be the same as the number displayed by the bus.
- If the bus should fail to arrive, please ensure that arrangements are in hand for your child to either make his/her own way to school or return home. Would you also please ensure that the school is informed of the reason for the lateness or non-arrival.
- You will be held responsible for any damage to the bus caused by your child and a charge will be made to cover any damages.
- Unruly behaviour, fighting or bullying will not be tolerated on the bus and drivers are instructed to report the individuals concerned to the school. This could result in the withdrawal of the child's bus pass. Withdrawal of transport may be on a temporary or a permanent basis and no refund will be given.

## **Day-to-day operation of Painsley transport**

For queries about the day-to-day operation of transport, such as enquiries about the route you have been allocated to, the pick up point, if your child has lost their bus pass, or behavioural issues on the bus, including alleged bullying incidents, or issues with the operator/driver please contact:

The Finance Department, Painsley Catholic College, Station Road, Cheadle, Stoke on Trent, Staffordshire. ST10 1LH or telephone: (01538) 714944 or email: [accounts@painsley.staffs.sch.uk](mailto:accounts@painsley.staffs.sch.uk)