

School Minibus Travel Advice and Behaviour Code

**Advice for Parents/Carers**

Teaching road safety is one of the most important duties of a parent/carer. It must include teaching children to behave properly when they use our school minibus. Minibuses are not places for play. Please read these guidelines before allowing your child to make a minibus journey.

**Pick Up and Drop Off Points**

* **Be Punctual**: Make sure your child is ready at the proper time. It is your responsibility to ensure that your child gets to and from the minibus safely. Make sure your child knows what to do if the minibus is late or does not arrive.
* **Road Safety Tips**: Make sure that your child are made aware of the risks associated with road traffic, and to provide them with the copping strategies, skills, and understanding to ensure they remain safe when on or near the road – especially when in an unsupervised capacity.
* **Safe Route**: Make sure that both you and your child know the safest route to and from home and always use it.
* **COVID**-**19**: Do not use the school bus if your child, or a member of your household, has symptoms of coronavirus (COVID-19).

**On the School Minibus**

* **Behaviour**: Teach your child to act sensibly on or around minibuses. Make sure your child knows that boisterous and other poor behaviour is dangerous as it may distract the driver’s attention and lead to an accident. Children need to listen to the driver’s instructions and carry them out.
* **Contact Details**: Make sure that the person responsible for the minibus has up-to-date information about your child, including contact details for emergencies.
* **Medical Details**: If your child has any special requirements, make sure the person responsible for the minibus has all relevant medical information.
* **Other Details**: Advice the driver if there is a particular difficulty with your child on the day of the trip, e.g. is upset. Consider whether your child should go on the journey in such circumstances.
* **Damage**: Any vandalism caused by your child whilst on a journey is your responsibility. Persistent offenders may not be accepted on future journeys. Damage to a minibus could endanger your own, or some else’s child.
* **Concerns**: Report any worries you may have to a responsible person, such as the Principal or Head of Years.

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**Advice for Students on School Minibuses**

Here are some helpful hints to keep you, and others, safe while on a school minibus journey.

* Arrive on time, and wait for the minibus away from the road.
* Do not push or rush towards the minibus when it arrives.
* Clean your hands before boarding the school bus and again on disembarking.
* Wear a face covering when travelling on the school bus.
* Find your seat quickly and quietly without pushing.
* Stay in your seat when the minibus is moving and always wear your seat belt.
* Do not kneel in your seat as this a dangerous.
* Make sure your bags do not block gangways and exits, or take up seats.
* Only speak to the driver when he or she is not driving, or in an emergency. Distracting the driver can be very dangerous.
* Never eat or drink on the minibus.
* Never throw things or play about in the minibus; never ever throw things out of the minibus window as you could cause other drivers to have an accident.
* Always follow the instructions of the driver at all times.
* Never operate the minibus doors or exits, except in an emergency.
* If there is an accident, stay on the minibus until you are told to leave. If it is unsafe to stay on the minibus, then leave by the safest exit.
* Wait until the minibus has stopped completely before getting up to leave.
* Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
* Take care if returning to the minibus after getting off as the driver may be pulling away.
* If you have to cross the road after getting off the minibus, wait for it to move away first.
* Go to the toilet before you get on the minibus. If you need to use the toilet or you feel unwell during the journey, tell the driver.