

**SHENFIELD
HIGH SCHOOL**



Travel Policy

Adopted by Standards & Performance on:	19 th April 17
Ratified by the Governing Body on:	7 th September 17
Review Date	September 2020

Code of Behaviour on School Bus Transport and Trains

A high percentage of our pupils travel to and from School by Contract buses provided by Essex County Council and by public train.

All parents/carers whose son/daughter will be using school transport, or who travel by train, will receive the following information to ensure a safe journey:

PUPILS

1. Aim to be at your pick-up point at least 5 minutes before the scheduled arrival time of your bus.
2. Carry your travel pass with you, ready for inspection. If you lose your pass, pupils travelling on contract buses and who either have an Essex County Council Transport Award Pass, or who have paid in advance for a half termly pass, must pay £3.00 to travel to school and then arrange to get a letter/Temporary Pass from Student Services in school, during break time or lunch time. Temporary passes are not available to daily payees. Please speak to your Pastoral Manager if you have lost your bus money. To issue a replacement ticket Passenger Transport Co-ordination Centre (PTCC) make a £5.00 charge for this service. ECC contract coaches operate a policy of 'NO TICKET NO RIDE'. Please call 01268 767870 for replacements via debit card payment.
3. If you have lost your pass for a public service, you will be required to apply for a replacement pass through the operator of the service e.g. the Transport for London website. The operator will make a charge for this service.
4. Queue at the Pick-Up Point in a sensible manner, away from the road.
5. Do not push or rush towards the vehicle when it arrives. This is dangerous as you may push someone into the path of the moving vehicle. Do not attempt to cross when the buses are moving away in the bus lanes.
6. Find a seat quickly and quietly without pushing.
7. You must wear a seat belt at all times if one is available for you.
8. Always remain seated throughout the journey. If travelling on a public service bus or train you may be required to stand for a short distance.
9. Do not kneel, stand or sit sideways on your seat. It is dangerous and accidents have resulted from it.
10. Only speak to the driver in an emergency, or when he/she is not driving. Remember excessive noise can disturb the driver and could cause an accident.
11. Wait until the vehicle has stopped before getting up from your seat.
12. Make sure that your belongings do not obstruct the aisle, or use up valuable seat space. Seats are not for bags.
13. Make sure that you have all your belongings when you leave the vehicle (but be prepared to leave your belongings behind in the event of an emergency).
14. If you do forget something, take great care how you return to the vehicle as the driver may be pulling away; in that case do not try to stop the vehicle. It will be necessary for the operator to be contacted so that you may retrieve your belongings. If items are lost on contract buses, please tell Student Services. If items are lost on public buses, parents/carers must contact the operator direct and collect from their depot.
15. If you have to cross the road after you leave the vehicle, wait until it has moved off and you can see the road is clear both ways.

16. Smoking, drinking and eating on school transport are not allowed. Tampering with emergency equipment, for example the emergency doors, or seat belts, is not allowed.
17. Do not drop litter or play loud music.
18. Inevitably there will be occasions when the vehicle fails to arrive on time. It is expected that you should wait for 30 minutes at the Pick-Up Point before returning home. Please inform your school immediately of the reasons for your late or non-arrival. Details of delays on NIBS buses can be seen by students by following: @NIBSbuses on twitter.
19. If you should miss your afternoon transport, return to your school and report to Student Services for assistance.
20. If a vehicle breaks down or is involved in an accident, follow any instructions given to you by the driver.
21. Always have consideration for other passengers using the vehicle. These could be fellow pupils or members of the public.
22. Please behave sensibly and safely at all times. Do not spoil the journey for anyone else.
23. If any pupil displays behaviour that is unacceptable, full details will be given to the Pastoral Team. It may also be necessary to inform the PTCC. Travel will be withdrawn if a pupil's behaviour is felt to present a danger to other pupils/passengers on the vehicle or other road users.
24. When travelling by rail keep well away from the track and overhead power lines. Use authorised routes to and from the platform.
25. Never attempt to leave the train whilst moving, or between stations, unless you are instructed to do so by an official in an emergency.

PARENTS/CARERS

1. Always be punctual. Remember it is your responsibility to ensure your child gets to and from the Pick-Up Point safely, accompanied as necessary. Make sure your child knows what to do if the transport arrives late, or does not arrive at all.
2. Ensure your child carries his or her travel pass at all times, when travelling to and from school. If your child loses their pass, a replacement is available from the company that issued the pass. In the case of contract bus passes or service routes operated by Essex County Council, the PTCC issue the replacement at a charge of £5.00. Please call 01268 767870 for replacements via debit card payment.
3. Wait with your child on the side of the road that the vehicle sets him/her down. Never call your child from the other side of the road.
4. Teach your child to behave sensibly on and around vehicles.
5. Make sure your child understands he/she is not allowed to smoke, eat or drink whilst travelling on school transport.

LATE BUS

There is currently a 'late' bus for students which travels a route to Ongar via Mountnessing, not Brentwood High Street. This is only available on a Thursday afternoon for clubs, Rec Night, rehearsals and detentions and it leaves School at 4.15pm sharp. There is a fare of £2.00 and students must buy their tickets in advance from Student Services, on the day; these can be purchased during break time, lunch time or at the end of the school day.