

# Transport related responsibilities

## Code of Conduct

Pupils, parents and carers, transport operators and The Council all share responsibility for the safety and welfare of those travelling. It is vitally important that we all play our part in keeping one and another safe. Please read the code of conduct carefully and ensure you and your child are aware of their responsibilities whilst accessing our services. Further details of the parent guidance can be found by visiting the Kent County Council website: [www.kent.gov.uk/education-and-children/schools/school-transport](http://www.kent.gov.uk/education-and-children/schools/school-transport)

### Parents and carers

As a minimum, parents and carers are expected to:

1. Ensure they are aware of the service timetable and that their child is at the appropriate drop off or collection points, these may be bus stops/train stations etc for journeys to and from the school, in good time.
2. Should the mode of transport be a taxi, to ensure that a responsible adult or parent is at home, or at a predetermined boarding/alighting point, to place the child into the vehicle and to be available upon their return from school.
3. Ensure your child wears a face covering on the vehicle, where possible (exemptions may apply).
4. Do not send your child to school or make use of the service available if they are showing symptoms of COVID-19 or any other infectious illness.
5. If your child is accessing a hired service i.e a taxi or minibus, and they are not going to be attending school, inform the transport operator in good time to avoid them making an unnecessary journey.
6. If the child is eligible to receive transport, parents are responsible for making their own arrangements until such time as the transport is arranged.

***The above list is not exhaustive, please visit the Council's website for further information.***

## **Students**

As a minimum, students are expected to:

1. Ensure they abide by the school transport code of conduct at all times.
2. Arrive for their transport on time, with a valid travel pass for travel (where provided) and be prepared to show the driver and officials if requested to.
3. Behave in a safe and responsible way at all times when travelling to the vehicle and onboard.
4. Take their seats quickly and where directed to by the driver or passenger assistant.
5. Follow all instructions from the driver, inspector or other official at all times, especially in an emergency.
6. Wear seatbelts at all times (if they are fitted)

We know that schools are eager for all parties to work together in managing the home to school journey and should students misbehave whilst waiting for the vehicle or whilst onboard, such as endangering other passengers or not abiding to social distancing rules where applicable, the school and the local authority may issue sanctions or refuse your child access to the service.

Should your child be excluded from using the transport service, you will be responsible for making alternative arrangements for your child to travel to school. For many other scenarios of poor behaviour and the actions that may be taken, please visit our website for further information.

## **Special arrangements (code of conduct)- social distancing**

Parents and carers, pupils and transport operators will be aware of the requirements of social distancing as explained within this letter. During transit on “dedicated” school services, the government advised that social distancing will not be applied but should be supported where reasonably possible to do so. Below sets out the requirements for all passengers including those using making use of dedicated services and those accessing services open to the public.

The journey to and from school:

1. Ensure a face covering is worn where practical to do so, unless you are exempt
2. Wait for the vehicle to arrive in a respectful manner whilst adhering to social distancing requirements as set out by government. Try to avoid gathering in large groups, especially at bus stops or stations

3. Be patient if the vehicle arrives late to your stop or collection point - boarding and alighting the vehicle may take longer than usual.
4. Stay clear from the doors when boarding the vehicle, other passengers may wish to exit the vehicle.
5. When boarding or alighting the vehicle, be respectful to officials or the driver who are managing the vehicle and abide by social distancing rules.
6. Social distancing is not required on dedicated services, but vehicles open to the public will have reduced capacity onboard in line with the government guidance.
7. Pupils may be allocated specific seating arrangements or vehicles filled in a particular way i.e rear of the vehicle first.
8. Pupils must behave appropriately and avoid spitting, coughing and invading other passengers or officials' space.
9. Eating and drinking is not permitted whilst travelling
10. Use hand sanitizers where available on services and wash hands more frequently before and after exiting the vehicle.
11. Use tissues and dispose of them appropriately by using facilities available on the service or upon arrival at the school.
12. Pupils must leave the vehicle as directed by the driver or other officials and take all belongings with them.