

Scottish Borders Council School Transport **Pupils' Code of conduct**

The safety and welfare of pupils travelling on school transport across the Borders is of paramount importance to Scottish Borders Council. To ensure that transport is a safe and comfortable experience for young people and other road users, The Council operates a Pupils transport Code of Conduct.

The Code of Conduct has been devised to ensure that primary or secondary school pupils who are entitled to free home to school transport have a positive experience whilst traveling. It is therefore critical that pupils adhere to the code as set out below.

- 1. You should always carry your bus pass with you. Failure to present a valid bus pass may result in travel being refused or a fare being charged.**
 - You should show your pass to the driver when you board the transport, and to any other official of the Transport Company, Council, Police or Government Inspectorate, when requested.
 - Your pass is for your use only and is your authority to travel on the contracted transportation allocated to you and forms part of the legal agreement made by the council and the contractor to transport you. It should not be given to anyone else or used on any other route. Failure to comply with this may lead to the removal of the pass and the right to free school transport. The Transportation Company, Police or Government Inspectorate may even constitute this as fraud where it relates to the Scottish Governments under 22 free travel schemes.
 - If your pass is lost, stolen or damaged, then you are required to purchase a replacement pass at a cost of £5 per replacement, please notify school reception staff immediately where a temporary pass will be awarded for contracted services for a maximum of 2 weeks.

- 2. You should always remain seated, until you reach your destination.**
 - Wearing a seatbelt where provided is a legal requirement, seatbelts must be worn when provided and only one person per seat.
 - It should never be necessary for you to change seats or use the stairs on buses until the end of your journey.
 - Leaving your allocated seat whilst the vehicle is in motion may result in the driver's attention being diverted from the road.

- 3. You should be on your best behaviour throughout your journey. Failure to do so may lead to warning, suspension, or exclusion from school transport.**
 - The driver and other passengers must always be treated with courtesy and respect.
 - Teasing, tormenting, or bullying other passengers, however trivial, is likely to lead to a major disruption, which could distract the driver causing an accident. All allegations of unsafe behaviour will always be investigated using CCTV where possible and may lead to warning, suspension, or removal of school transport for the offender.
 - Pupils must not under any circumstances throw anything around the bus, out the windows, interfere with emergency doors or the bell, be involved in any unsafe behaviour which might distract the driver's attention from the road ahead. Any pupils who are found to be involved in unsafe behaviour will subject to a warning which could lead to suspension or exclusion if the behaviour continues.
 - Smoking is not permitted on any vehicle including vapes and electronic cigarettes. Any pupil who is found to be smoking will receive a warning, suspension, or exclusion from school transport.
 - No food or drink should be consumed while on vehicles. Pupil/Parent will be required to pay for the cost of cleaning where a mess has been left behind.
 - Littering and vandalising any transportation in any form is forbidden. Pupils/Parents will be required to pay for the cost of making good any damage caused and offenders will be excluded from school transport.
 - Access to the existing school transport provision may be refused for pupils who persist in bad behaviour and travel arrangements will become the responsibility of the parents/guardian.
 - The school will take disciplinary action against a pupil misbehaving on transport to and from school. This may include exclusion from school. See specific details overleaf on anti- social behaviour*.
 - Contractors have the right to refuse to carry pupils whom they feel are likely to jeopardise the safety of the other passengers. In this event the transportation stops on route because of unsafe behaviour, all pupils will remain on the transport and follow the directions of the driver. The driver will call the Police, School, and council immediately.
 - In the event of the Transport stopping mid route due to breakdown all pupils will remain on the transport and follow the directions of the driver. The driver will call the company recovery, the school, and Passenger Transport immediately.

It is important that Parents and Pupils understand that Acceptance and use of your travel pass and travelling on Scottish Borders Council's Home to school transport indicate that both parents and pupils have both read and agree to uphold the code of conduct, Parents/guardians are expected to encourage adherence to the code of conduct, to reinforce this from time to time, and to support and co-operate with Scottish Borders Council or the Police with any investigations of any incident, which occur.