

Oxford Schools' Bus Partnership (OSBP)

CODE OF CONDUCT FOR PUPILS WHO TRAVEL ON OSBP BUSES

We want to ensure that you and all other passengers stay safe and travel in comfort on OSBP's services. Please make sure you understand the rules below:

Your bus pass

- Carry your bus pass with you whenever you travel to and from school.
- Be ready to show your pass to the bus driver – if it cannot be produced the driver may refuse travel.
- Only use your pass to travel on the route that has been approved.
- Do not use anyone else's pass or allow another person to use yours.
- If you lose your pass or your pass is broken or damaged, contact info@osbp.net to arrange a replacement. A fee of £10 will be payable for a replacement pass.

Your pick-up point

- You are responsible for getting to your bus pick-up point.
- You must arrive at the pick-up point before your bus is due. The bus will run to a timetable and will not wait if you are late. We advise all pupils to be at their stop 5 minutes before the stated departure time.
- Vehicle tracking fitted on vehicles will enable you to see whether your bus is running late. Ensure that you have an agreed plan with your parent/ carer of what to do if your bus is running significantly late. OSBP schools will not penalise pupils travelling on OSBP buses if the service is delayed.

Keeping safe when getting on and off the bus

- Queue sensibly, well away from the edge of the road.
- Allow passengers leaving the bus to get off before you try getting on.
- Get on and off the bus in an orderly way and with consideration for others, so that you do not hurt yourself or other passengers.
- If you need to cross the road once you have left the bus, make sure the bus has been driven away so you can see other vehicles and their drivers can see you.

On the bus

- **Occupy your seat correctly, and stay in your seat once you are on the bus.**
- **Always use the seatbelt provided.**
- Pay attention to the journey and make sure that you are ready to disembark at your stop.
- Do not speak to or distract the driver unless there is an emergency.
- Do not stand in front of the driver on the stairwell.
- Do not use emergency exits or doors unless the driver instructs you to do so or if there is a genuine emergency.
- Behave appropriately and be mindful of different age groups of children travelling. Foul and abusive language will not be tolerated.
- Bullying and disruptive behaviour towards other passengers will not be tolerated.
- Do not throw items or damage the inside or outside of the bus.
- Dispose of litter in the bin provided or take it with you.
- If the bus breaks down or is involved in an accident, follow the driver's instructions. Stay calm and do not leave the area unless given approval by the driver.
- Buses may be fitted with CCTV to monitor behaviour and ensure passengers are safe. Footage may be used as evidence if passengers are hurt or if the bus is damaged.
- Report any issues with on-board behaviour to your parent/carers and OSBP's Transport Co-ordinator.

Use of external coach storage compartments

- External coach storage compartments may only be opened or closed by the driver who is the keyholder. Passengers must wait for the driver to disembark before boarding or disembarking so that the driver can attend to the locker promptly. On homeward bound trips passengers are asked to tell the driver if they have baggage they need to retrieve before disembarking.

I have read and agree to follow this Code of Conduct:

Pupils Name: _____

Pupils Signature: _____