



# WARWICK INDEPENDENT SCHOOLS FOUNDATION

## **SCHOOL BUS SERVICE TERMS AND CONDITIONS OF TRAVEL 2020-21 FOR PARENTS AND PUPILS**

### **1.0 General Terms and Conditions for Parents**

- 1.1 Warwick Independent Schools Foundation (WISF) is responsible for setting prices, routes and timetables for the School Bus Service. The bus providers who deliver the service are contracted in by WISF and are obliged to:
- (a) provide vehicles that are sufficient for the number of passengers to be carried, including luggage capacity, and are adequately heated and ventilated and in a clean and tidy condition;
  - (b) clearly display the correct Route and Destination notices provided by WISF.
- 1.2 Parents / guardians are reminded to liaise only with the WISF Transport Team about the School Bus Service and not with the bus companies direct.
- 1.3 WISF (including the individual Schools) is responsible for communicating with parents / guardians over any changes to the published routes and timetables and with regard to any emergency situations.
- 1.4 Journeys may take longer than expected or may need to be diverted or cancelled. WISF will advise passengers of disruptions to service.
- 1.5 WISF may need to provide the bus providers with confidential information about pupils. The bus providers are obliged by their terms and conditions to treat any such information appropriately and only to pass on to others that which it is strictly necessary to do so.
- 1.6 Both WISF and the bus providers will have in place appropriate insurances for the School Bus Service provided for pupils.
- 1.7 Under the terms of the contract between WISF and the bus providers, all drivers will have undergone the same level of safeguarding checks as WISF carries out for its own staff and will be properly qualified for driving the school buses. The vehicles used will also be compliant with all relevant regulatory requirements including safety checks.
- 1.8 Neither WISF nor the bus provider is responsible for, nor accepts liability for:
- (a) any loss, damage or injury to a passenger entering or leaving the vehicle or leaving their seat whilst the vehicle is in motion;
  - (b) the loss or damage of luggage where the bus provider has taken all reasonable care of the items, although insurance is in place to cover any such loss or damage where negligence can be demonstrated;

- 1.9 The bus providers are asked to take care of lost property and return it to WISF / the pupil (via the bus driver) or the relevant School for return to its rightful owner without charging for the storage or return of the items.
- 1.10 The bus provider reserves the right to apply a charge towards the costs of cleaning any Vehicle soiled as a result of any passenger consuming alcohol, smoking or using drugs, which WISF understands are strictly prohibited – or if a Vehicle has been damaged by a student.
- 1.11 Parents are reminded that they should never try to pull in front of any of the SBS coaches in an attempt to catch them up if they are running late. Buses are fitted with CCTV and on the public highway this is treated as a driving offence - the bus drivers have been instructed to contact the Police immediately. Any parents found to have committed such an offence, will be referred to the Foundation's Head of Health & Safety, Transport Committee and senior academic teams for further consideration. Such breaches which risk the safety of all the pupils on the bus, may result in the family being removed from the SBS
- 1.12 Save in exceptional circumstances, the driver is not permitted to allow passengers to get on or off when the vehicle is in motion, held up in traffic or stationary at traffic lights. At bus stations and designated stops, passengers cannot be picked up once the driver has signalled his intention for the vehicle to leave the stop.
- 1.13 Prior to the use of this service all parents / guardians should read through these terms and conditions with their child and ensure that the conditions of this service are understood by the child before utilisation of the service commences.
- 1.14 All contracts made relating to provision of service are annual between the passenger and WISF and will roll-over each academic year onto the next unless cancelled. The required notice is one full term's notice, electronically by the parent who signed up to the service.
- 1.15 Utilisation of this service constitutes acceptance of all terms and conditions set out herein.

## 2.0 Drop off and Pick Up

- 2.1 It is the responsibility of the parent/guardian (or anyone they have arranged to take their child/ren to the bus stop) to ensure:
- (a) that child/ren reach the bus stop safely **at least five minutes before the designated bus departure time**; this is to make allowance for differences between family clocks / iPhones / car clocks etc
  - (b) that the child/ren have with them their bus passes (see 3.3, 3.4 and 3.5 below);
  - (c) **Warwick Junior School & Warwick Preparatory School only**
    - that they **remain with their child(ren) at the bus stop in a morning**, until they are safely onboard the bus. Other older pupils are not able to act 'in loco parentis' – it must be the child's parent/guardian/representative
    - that they are at the designated pick-up point **at least five minutes before the designated bus arrival time** in order to collect their child/ren from the bus. Buses do not remain at stops waiting for parents – if young children inform the drivers that their parents are not waiting for them then **the child will be**

**brought back to school** and handed over to the senior academic team, to contact parents / make arrangements to collect from school

- 2.2 Parents/guardians are responsible for doing all they can to ensure the standard of pupil behaviour at all times matches that which is expected in the school, in particular that pupils:
- (a) behave responsibly at drop off/pick up point including respect of another person's property;
  - (b) If possible, observe social distancing measures while waiting at the stop (currently 1m plus if 2m is not possible)
  - (c) Avoid physical contact
  - (d) Try to face away from other people
  - (e) Keep the time you spend near others as short as possible
  - (f) do not approach the bus until it has stopped moving;
  - (g) do not push or shove others at any time;
  - (h) stand well back from the kerb whilst waiting for the bus;
  - (i) do not open or close luggage lockers themselves – only bus drivers may carry out this task at their discretion;
  - (j) do not cross the road behind or in front of the bus unless using a designated pedestrian crossing – always wait until the bus has departed and you have a clear view of the road
- 2.3 All school bus service users are required to wear a face covering for ALL journeys on the School Bus Service. This is a mandatory requirement put in place by the UK Government as of 15<sup>th</sup> June 2020. Failure to wear a face covering will mean a refusal of entry on to our services.
- 3.0 Pupil Behaviour on Journeys**
- 3.1 WISF expects all pupils to abide by the same standards of behaviour / conduct, as they do within the Schools various premises. For further clarification, please ensure you read all School communications in this regard and if necessary, the Expulsion, Removal & Review Policy.
- 3.2 WISF does not provide supervisors for each journey. Parents/guardians are expected to support the bus drivers and the Schools in ensuring pupils respect the requirements of them during journeys as laid out below.
- 3.3 Pupils must carry a valid pass at all times when using the School Bus Service.
- 3.4 If a pupil does not present and scan a valid School Bus Service pass to the driver when boarding the coach, the pupil will not be permitted to travel, and the driver has the right to refuse the pupil entry on to the coach.
- 3.5 Pupils are prohibited from defacing or damaging their School Bus Pass. If a pupils pass is damaged or is lost, the parent / guardian must contact to WISF Transport team on 01926

735409 or [transport@warwickschools.co.uk](mailto:transport@warwickschools.co.uk) to request a replacement. The parent / guardian will be required to pay the replacement charge of £10.00 before the replacement pass is issued.

3.6 Pupils may be required to present and / or scan their pass to other staff representing the coach operator, or to a member of the WISF transport team. Pupils must cooperate fully in presenting their pass to staff.

3.7 When boarding our services pupils are required to:

- (a) Avoid physical contact
- (b) Sanitise their hands using the provided sanitiser upon entry to the bus
- (c) Be aware of the surfaces touched, keep this to a minimum
- (d) Fill the coach sitting on seats marked for use sitting from the back seats to the front in the order you have boarded
- (e) Sit with their family members

3.8 During the journeys, pupils are responsible for and expected:

- (a) To avoid physical contact
- (b) Treat transport staff with respect and to follow instructions by the operator such as notices on which seats to use, additional screens, barrier and floor markings.
- (c) to stay seated and always wear their seatbelts during the journey and never to move around the vehicle when it is moving;
- (d) never to get on or off the bus before it stops moving;
- (e) to have their bus pass available always for inspection;
- (f) to do as they are asked by the driver;
- (g) not to distract the driver;
- (h) to respect children of all ages who are using the bus including not to use inappropriate or crude language or to swear;
- (i) not to lean out of the windows;
- (j) not to throw anything in the vehicle;
- (k) not to store items such as bags or clothing on to seats upon boarding the coach. Adequate storage for most items is available overhead or under-seat. Larger items can be stored in the under-storage area of the coach at the coach driver's discretion. To request to store a large item in the under storage area of the coach please contact [transport@warwickschools.co.uk](mailto:transport@warwickschools.co.uk) 48 hours in advance who will arrange this with the coach provider;
- (l) Eating and drinking is prohibited on our services until further notice due to the ongoing global pandemic. Food and drinks could leave debris or make areas moist to touch leaving an additional area of potential surface contact

transmission. We will revise this as and when changes are made to Government guidance.

- (m) Allow the driver to alight the vehicle before pupils alight or disembark the vehicle
- (n) Do not sit on the seats directly behind the driver. This is for the safety of the transport operators staff team
- (o) Try to face away from other bus users

For ease of references, these “dos and don’ts” are attached to this document on an additional sheet for sharing with pupils.

3.9 Any pupil who fails to meet the above standards of behaviour will be:

- (a) referred to the Pastoral Team the first time they are reported for misbehaviour – oral warning;
- (b) referred to the Pastoral Team the second time they are reported for misbehaviour – written warning;
- (c) barred from using the school bus service the third time they are reported for misbehaviour – Pastoral Team support.

3.10 If a driver is concerned about a pupil’s behaviour, he or she is asked to confiscate the pupil’s bus pass in order to hand it to the Transport Team with a brief report of the issue. The report is then handed over to the academic Pastoral Team to enable them to identify and speak to the pupil about the incident or behaviour. The pupil’s pass will be returned the same day if confiscated on the outward journey. If the pupil’s pass is confiscated on the homeward journey, then the parent is asked to contact the Transport Team on 01926 735409 or [transport@warwickschools.co.uk](mailto:transport@warwickschools.co.uk) in order for us to confirm to the bus driver that the pupil is to be allowed to travel on the bus to School the next day.

3.11 Smoking and the consumption of drugs or alcohol is strictly forbidden on the School buses, regardless of the legal ages that apply to pupils. The School’s general policy regarding to smoking, drugs and alcohol will apply to any pupil found with such items, even if they are not consuming them at the time.

3.12 Drivers are asked to ensure the safety of pupils as far as possible, including not asking them to disembark anywhere other than at the Schools or their usual home drop off point. In the event of very serious situations with pupil behaviour, drivers have the right to seek assistance from the Police, including diverting to travel to the nearest Police Station.

## **4.0 Incidents**

4.1 All drivers will have received instruction and guidance on procedures to be followed in emergency situations e.g. illness, road traffic accidents, breakdown or fire.

4.2 In the event of Vehicle breakdown or accident:

- (a) The Driver shall instruct the Pupils to remain in the Vehicle if it is safe to do so and request a replacement Vehicle from the bus provider. The Driver shall notify WISF Transport Team immediately and if appropriate, also contact the Police.

- (b) If it is unsafe for the Pupils to remain in the Vehicle, then the Driver shall ensure Pupils remain together in one group in a safe place off the road.
- (c) The Driver will remain with the Vehicle and Pupils unless the Driver has to leave the area in order to communicate with the bus provider, WISF Transport Team or the Police. In this event, a Pupil aged 16 or above may be left in charge of the Vehicle and Pupils whilst the Driver summons help.
- (d) If the journey has been halted within walking distance of a drop off point or other Pupil destination, the Driver will only allow the pupils to continue on foot if it is safe for him/her to escort the entire group for the remaining distance. Drivers are expected to be particularly cautious if visibility is poor.

4.3 Where the journey cannot continue in accordance with the Timetable, alternative transport will be arranged.

4.4 In the case of any accident or 'near miss', WISF and/or the bus provider will follow all due processes for investigating and recording the incident and any action taken.

# DO'S AND DON'TS FOR PUPILS

## When waiting for a School bus or for someone to collect you, please:

- Avoid physical contact;
- If possible, observe social distancing measures while waiting at the stop (currently 1m plus if 2m is not possible);
- Behave responsibly and respect of other people's property;
- Do not approach the bus until it has stopped moving;
- Do not push or shove others at any time;
- Stand well back from the kerb whilst waiting for the bus;
- Do not open or close luggage lockers – only bus drivers can do this at their own discretion;
- Do not cross the road behind or in front of the bus unless using a designated pedestrian crossing;

## When using the School bus, please:

- Wear a face covering. Pupils who don't wear a face covering will be refused entry on to our services;
- Use the hand sanitiser provided by the service operator;
- Avoid physical contact;
- Pupils are required to fill the vehicle from back to the front, family members are to sit together;
- Treat transport staff with respect and to follow instructions by the operator such as notices on which seats to use, additional screens, barrier and floor markings;
- Stay seated and always wear their seatbelts during the journey and never to move around the vehicle when it is moving;
- Never get on or off the bus before it stops moving;
- Have you bus pass available always for inspection;
- Don't distract the driver;
- Respect children of all ages who are using the bus including not to use inappropriate or crude language or to swear;
- Don't lean out of the windows or throw anything out of the vehicle;
- Don't store items such as bags or clothing on to seats upon boarding the coach;
- Don't eat or drink on our services until further;
- Allow the driver to alight the vehicle before you alight or disembark the vehicle;
- Do not sit on the seats directly behind the driver. This is for the safety of the transport operators staff team;
- Try to face away from other bus users;

Thank you!