



Byron College

THE BRITISH INTERNATIONAL SCHOOL

Code of Conduct



For Safe Travel on
School Buses

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2. Introduction

Byron College is committed to providing safe travel to and from school for everyone who uses our school transport. We've produced this code of conduct as a positive step towards this aim. We want everyone to know their responsibilities and to know how important it is to follow the code of conduct.

Byron College's Commitment

We will:

- ◆ ensure that every student who is entitled to bus travel is able to use the allocated service in line with their school agreement
- ◆ deal with your queries and requests promptly
- ◆ provide Bus Drivers and Bus Monitors who are appropriately trained and qualified to provide a safe and professional service
- ◆ plan journeys to minimise journey times whilst providing a cost-effective and efficient service
- ◆ investigate thoroughly and impartially all incidents reported and complaints made. We will respond to the complainant as soon as the investigation is complete
- ◆ regularly monitor the safety and quality of school transport: safety of school transport is our primary concern
- ◆ treat everyone equally and fairly, according to the conditions of our policies and agreements

Signed:



Mr. Rory Gallagher

Headteacher



3. Responsibilities of Parents

- ◆ Parents are responsible for transporting their children to and from the agreed stop and their safety there while waiting for the bus. They are also responsible for meeting the bus on time.
- ◆ Requests for changes in transportation during the school day must be requested in writing by **14:30**. **No changes can be made after 14:30**. All changes should be made by email sent to the Transportation Office at transport@byroncollege.gr
- ◆ In case of absence in the morning, the parent must contact the Bus Monitor by SMS or phone and school by email.
- ◆ Parent should state who will be collecting their child in the afternoon. If the person collecting is not there, the Bus Monitor will try to contact you. If the parent is late to the bus stop the student will stay on the bus and be brought back to school, where the parent needs to come and collect the child.
- ◆ In the case that a different person than the one appointed will be collecting your child from the drop off point, then send an email with the person's full name and ID number. This person should show their ID card to the bus monitor at the drop off point.
- ◆ School bus travel is a privilege and not a right and consequences in line with the Behaviour for Learning Policy will follow a breach of the above conditions.
- ◆ At the end of the school day, If a student arrives late to the meeting point and the bus has left (3.40pm) , it is the parents' responsibility to make arrangements to collect their child from school.
- ◆ Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child.
- ◆ Non-compliance with the above conditions may result in a student not being allowed to continue travelling by school bus.



4. Getting on and off the bus

- ◆ Help the driver maintain the scheduled pickup times by being ready and waiting at the designated agreed spot **at least** 5 minutes before the scheduled time.
- ◆ If the driver cannot see the student waiting, the bus will wait for **2 minutes** and then continue on to the next stop. Long stops cause delays in the fixed bus schedule and delay arrival of students at school.
- ◆ At the end of the school day, students must be at the Bus Meeting point by 3.35 pm. Buses 6 and 9 depart at 3.35 pm and the rest will depart at 3.40 pm. If a student is late and they miss their bus, it is the parents' responsibility to make arrangements to collect their child from school.
- ◆ Don't play on the road at the bus stop or try to get on the bus before it has stopped.
- ◆ Get on the bus and off the bus in an orderly manner.
- ◆ When on the bus take your seat quickly but safely, so that the bus will not be holding up traffic.
- ◆ No student is to enter or leave the bus until it has come to a complete stop. Students should wait for the bus monitor's signal.
- ◆ When you get off the bus only cross the road when the bus has left, and it is safe to do so.



5. Riding the bus

- ◆ Sit in the seat assigned to you on the bus by the bus monitor.
- ◆ Take assigned seats as soon as you get on the bus and fasten the seat belt. Standing is not permitted.
- ◆ Do not stand or leave the seat while the bus is moving.
- ◆ Do not place bags and other belongings on the bus aisle.
- ◆ All items (pens, pencils, mobiles, electronic devices must be strictly kept in student's bag.
- ◆ Electronic devices may be used to listen to music and/ or study but they are for **personal use only**.
- ◆ The bus driver/monitor bears no responsibility for any lost, stolen or damaged item brought into the bus.
- ◆ Windows are to be opened only with permission of the bus monitor. If allowed, windows should be opened to the indicated safety line. Students must not attempt to hang out of an open window.
- ◆ Do not throw anything in the bus or out of an open window.
- ◆ No eating, drinking, or chewing gum is permitted on the bus at any time. Only **water** is permitted when needed.
- ◆ Do not distract driver with loud or unruly behaviour.
- ◆ Do not behave in any manner, which infringes upon the rights of any other student. Do not use offensive language to others on board or to passing traffic or people.
- ◆ Follow the instructions of your bus driver and bus monitor. They are responsible for maintaining school bus safety. They also have the authority to report any misbehaviour or any other incidents.
- ◆ You should not damage the school bus and any damage must be reported immediately to the Bus Monitor.
- ◆ The Bus Monitor will complete an 'Incident Form' and report any concerns at the earliest possible opportunity to the

