

Transport Code of Conduct

This code of conduct has been produced to assist parents/carers and students in understanding their rights and responsibilities regarding the use of transport provided by The JCB Academy.

Your son's/daughter's entitlement to travel:

All students of The JCB Academy will be allocated a place on a dedicated bus route which entitles them to travel for one return journey each day that The Academy is open.

If you move address you should notify Student Reception in order that your son/daughter can be allocated to a different bus route if necessary. If your son/daughter wishes to use an alternative bus, to visit a friend's home for example, this should be agreed by prior arrangement with Student Reception at least one week in advance, however due to capacity it may not always be possible to accommodate these requests.

Once your son/daughter has been allocated to a bus route you will be provided with a timetable which details the times and locations of pick-ups and drop-offs.

Depending on the intake of our students, routes may be amended at the start of each academic year.

Waiting for the bus

- In the morning students should arrive at their bus stop at least five minutes prior to their allocated pick up time
- Should the bus not arrive at the designated time students should wait a minimum of twenty minutes before returning home and contacting The Academy
- In the event that we are notified of a delay we will send a text alert advising the anticipated time that the bus will arrive; in these circumstances we expect all students to wait for the delayed bus
- For their own safety students should stand well back from the kerb and behave responsibly and safely whilst waiting for the bus.
- We expect that all our students respect the property of those who live next to, or nearby, their bus stop

On the bus

Students must:

- Find a seat quickly and remain in it for the duration of the journey
- Wear their seatbelt for the duration of the journey
- Respect the right of other passengers to enjoy a safe and pleasant journey at all times
- Respect both the driver and the vehicle at all times
- If instructed by a member of staff remain in an allocated seat

Students must not:

- Consume food
- Leave litter on the bus
- Listen to music without the use of headphones; volumes must be kept to a level that does not disturb other passengers or the driver
- Behave in any way which impacts negatively on the journey for their fellow passengers

Addressing poor behaviour:

The JCB Academy is committed to providing safe and reliable transport for its students and we actively encourage students and parents/carers to report any incidents of poor behaviour on the bus; this can be done in a number of ways:

- By speaking to the Bus Liaison Manager who is on duty on the bus park every morning and every evening
- By contacting the student's Mentor, Head of House or a member of the Student Support Team
- By emailing bus@jcbacademy.com

We work in partnership with our transport providers and liaise regularly with the drivers to ensure that incidents of poor behaviour are reported and addressed.

All incidents are thoroughly investigated by Academy staff and any student who behaves in a way which is deemed to be unsafe or disrespectful to other passengers, the driver or the vehicle may have their right to use Academy transport removed. Parents/carers of any student who damages or vandalises the bus will be liable for any repair costs incurred by the bus company.

Sanctions will be applied in accordance with the Academy's Behaviour Types and Sanctions document. Bus behaviour points will be awarded to students based on the sanction applied:

- a bus detention will result in 10 bus behaviour points
- an internal isolation issued for a bus related issue will result in 20 bus behaviour points
- a fixed term exclusion issued for a bus related issue will result in 30 bus behaviour points.

Bus behaviour points will be accumulated during the year and bus bans will be issued as follows:

- 40 bus behaviour points will result in a 1 week ban
- 80 bus behaviour points will result in a 1 month ban
- 120 bus behaviour points will result in a ban for the remainder of the academic year.

The Principal has the discretion to issue an immediate ban should he feel the safety of the student and/or others travelling on the bus is at risk. In such cases the ban will be permanent.

Parents will be informed of any sanctions issued by letter and the accumulated bus behaviour points.