



Heathfield School  
Ascot

### **Minibus Code of Conduct for Pupils**

Failure to observe these rules may lead to a temporary or permanent exclusion from the bus and fares cannot be refunded:

1. Normal school rules apply.
2. Pupils must only travel on their allocated bus.
3. Should a pupil, on occasion, wish to bring a friend home, the Bursar must be notified in advance. They will be charged for the journey.
4. Pupils may board or alight from the bus only at the designated stopping places and in an orderly way without pushing. They must never approach a moving bus. They must not attempt to join or leave the bus when, for example, it is brought to a halt at other places by traffic conditions.
5. Tampering with any part of the minibus or its equipment is forbidden.
6. Boisterous or inappropriate behaviour towards others on the bus or the public will not be tolerated.
7. Inappropriate behavior or language towards drivers, or any attempt to distract them from driving, will not be tolerated and will lead to instant suspension from the bus.
8. Musical instruments, PE kit and other property are individual girl's responsibility. The School cannot accept liability for their loss or damage. Pupils should take care on every journey to make sure they do not leave any property on the bus.
9. Seat belts are fitted on all buses and these must be worn at all times when the bus is moving and pupils will remain seated. Standing or moving in the aisle is strictly prohibited except when boarding and alighting from the bus. The wearing of seatbelts is a legal requirement.
10. Pupils are expected to comply with all reasonable requests from the driver relating to their own Health & Safety e.g. if the driver requires noise levels to be reduced, windows to be closed etc. then that authority rests solely with the driver and is absolute.
11. Should the pupil infringe any aspect of this code of conduct, they may be subject to the curtailing of their use of the mini bus service - at the Bursar's discretion.



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### **Local Transport Terms and Conditions for Parents**

I understand that:

1. Mini bus routes are subject to change. As much notice as possible will be given by the School, however there may be an operational need to alter the route during the year.
2. The booking will apply for a term.
3. Half a term's notice is required to cancel your child's season ticket.
4. Pupils are expected to be at their stop five minutes before departure time; this is to allow for variation in traffic conditions. The bus will depart from the pick-up point no later than 2 minutes after the allotted pick-up time.
5. The bus will depart after Prep each evening at 6.15pm, dependent upon route, unless notified otherwise. In the afternoons your child(s) must be on their allocated mini bus at least 5 minutes prior to departure allowing the driver time to ensure all pupils are securely fastened into their seatbelts and no one misses their transport home.

In the event that your child is late for the bus, the driver will have no alternative but to leave without her.

6. The mini bus driver will report any behaviour that causes concern to the School.
7. Three written warnings for bad behaviour will result in exclusion from the bus service.
8. The cost of the bus charges will be added to the School bill at the start of each term.
9. This agreement is for a full term's travel and no discounts will be given for sickness, holidays or any other absence, including any out of hours School activities.
10. Alterations to timings or changes to the bus route can only be made by the Bursar of the School. The driver of the vehicle is not authorised to make changes to the route or pick up additional Pupils without the authorisation of the bursar. Any such requests need to be made to the Bursar during normal School hours.

11. Pupils are not permitted to sit in the front of the mini bus with the driver.

12. When waiting at the bus stop parents should park with consideration for local residents and not obstruct driveways and other access points.