

BRADBURY SCHOOL PTA LIMITED

BUS SERVICE

RULES AND CONDITIONS

In the interest of safety and efficiency parents and children are asked to comply with the following rules. Please read and discuss the rules with your child(ren):

The following behaviour is expected on the school bus

1. Students must remain seated throughout the journey.
2. Arms, legs, head etc. must remain well inside the bus.
3. No objects of any kind are allowed to be thrown on the bus or out of the windows.
4. Students are to be courteous and respectful to drivers, bus escorts and fellow students.
5. Students are not to eat or drink on the bus.
6. Bad language, shouting, obscene gestures and fighting are unacceptable.

Safety Rules for all bus users

1. Students must put their seatbelt on immediately after they get on the bus.
2. Students are to board their buses immediately after school and remain on the buses.
3. Students are to remain seated until the bus comes to a complete stop before alighting.
4. An adult should accompany students in Y1, Y2 and Y3 to the bus stop in the morning and an adult should meet them in the afternoon at the bus stop. In the unusual event of Y1-Y3 child not being met at the bus stop, the Bus Escort will keep the child(ren) on the bus to the end of the route and inform the PTA Administrator so that arrangements can be made for the collection of the child(ren).
5. Parents of students using the Bus Service are responsible for the safety and conduct of their child(ren) whilst waiting for buses and after alighting from buses.

Enforcement of bus rules

1. The Bus Escort is responsible for the discipline on the school bus on a daily basis.
2. The general guidelines for discipline matters referred to the PTA Administrator are as follows:
 - a) After two warnings, and in the opinion of the Bus escort, the matter must be reported to the PTA Administrator/School Coordinator, who will then talk to the student and also might contact the parents. The student might have to receive a black card.
 - b) The second offence will result in a suspension of bus privileges for not more than five school days.
 - c) Repeated offences will result in a suspension of bus privileges with refund at the discretion of the PTA.

The PTA reserves the right of the Bus Escort to allocate a specific seat for a student if the behaviour of the student merits this.

3. Y1-Y3 Walkers

- a) If your child will not be going home on the bus that day, remember to write a **WALKERS NOTE IN THE SCHOOL DIARY** for your child to give to his/her teacher and also inform the Bus Escort.
- b) If your plans changed and you come to school to collect your child, please inform **THE CLASS TEACHER AND THE BUS ESCORT** (who can be found in the Y1/Y2 playground from 2:40p.m. onwards).
- c) Repeated offences will result in a suspension of bus privileges with refund at the discretion of the PTA.

4. Bus Swapping is not allowed

Since we have more than 500 children using our bus service it is impossible to ensure children are on the right buses if they all decide to swap routes for social events. Students in Y4, Y5 and Y6 are generally permitted to get on or off their normal bus at different stops, with the permission of the Bus Escort. Students in Y1, Y2 and Y3 and the Learning Support Class are not permitted to get on or off their normal bus at different stops, without a written note to the Class Teacher/Bus Escort.

Bus Fee

1. Bus fees are to be paid **yearly in advance**, but payment by postdated cheques for the Winter and Spring Terms will be accepted. Please see **bus application instructions** for detail.
2. No reduction of bus fees is offered for partial use of the service.
3. In the event of a child leaving the school, or ceasing to use the Bus Service, parents may apply in writing for a refund in respect of full calendar months for which the Bus Service is not required.
4. If parents fail to pay the bus fees, the PTA shall reserve the right to terminate service without notice.

Home address/Telephone Number Change

Please notify the PTA Administrator if you are moving to a new address and need to change buses, so that a seat on the new bus can be allocated, if available. Also please advise if you will no longer be using the bus service for any reason.

The Parent Teacher Association reserves the right to alter and amend these terms and conditions as required to meet circumstances.

June 2010