

Acceptable use of Brooke Weston Academy Transport

Please note that all students starting in September will not receive their cards until the first morning at Brooke Weston. Students will therefore be allowed to use their chosen bus route without presenting their cards for that morning only.

When using academy transport students must abide by the following rules:

Before the Bus Arrives

- Students should always arrive at the bus stop at least 5 minutes before departure time and have their Student Card ready for inspection.
- Wait on the pavement, well back from the road, staying away from the kerb.
- Students should behave in a sensible manner and respect both the environment and persons around them.

When the Bus Arrives

- Stand well back from the point where the bus is to stop and wait for the bus to become stationary before boarding.
- Do not push others around you or rush for the door.
- Board the bus in an orderly and safe manner.

Getting on the Bus

- Always show your bus pass to the driver when boarding.
- Find a seat quickly and quietly without pushing.
- Always listen to any instructions that the drivers give and do as they say.
- Do not board a vehicle whilst wearing dirty sports kit or other soiled clothing or footwear.

When you are on the Bus

- Students must remain seated at all times whilst the bus is moving
- Students must remain seated and facing forward throughout journey.
- Students must ensure they cough / sneeze in a tissue and dispose of tissue in bin at end of journey □ Behave sensibly. Misbehaving can be dangerous and may cause an accident.
- Eating, drinking, smoking, dropping litter, or use of foul and abusive language on the bus is not allowed and will NOT be tolerated.
- Bad or dangerous behaviour will not be tolerated and will lead to cancellation of the use of Academy transport.
- Do not touch the doors. Doors must only be operated by the driver (except in an emergency).
- It is important that the driver is not distracted during the journey. Do not talk to the driver while the bus is being driven, unless there is an emergency.
- In the event of a breakdown, accident or emergency do not panic. Follow all instructions given by the driver

Getting off the Bus

- Remain seated until the vehicle has completely stopped and the doors are opened
- You should disembark in a quiet and orderly manner
- Do not push other students or behave in a manner that could cause them to fall down the stairs or be pushed through doors
- Make sure that you take all of your belongings with you when leaving the bus.
- If you do find that you have left any items on the bus please contact the Academy reception as soon as possible.

Older students - please remember that your actions may influence younger children. **SET A GOOD EXAMPLE.**

Return Journey

- All buses leave from the front of the Academy building
- At the end of the Academy day, please ensure that you proceed to your designated bus in a quiet and sensible manner □ Students must follow designated 2 meter yellow markings on pavement when approaching buses.
- All buses will be clearly marked, with their route on coloured card in the front windscreen
- If you think that you may be delayed for any reason, please contact a member of staff immediately.
- Always show your bus pass to the driver when boarding
- When leaving the bus, please ensure that you leave in a sensible and safe manner.
- Remember **NOT** to cross the road close behind or in front of the bus. Always wait until the bus has left the stop, giving you a clear view both ways.
- Whilst every effort will be made to give your child a safe bus journey, the responsibility for safety between home and the bus stop and the bus remains the responsibility of the parent/guardian/carer

General

- Pupils are allocated to school buses on the basis of the suitability of the route and the capacity available.
- The Academy regrets that it is unable to allow temporary changes from the students' normal daily route.
- For a permanent change of address and route, please contact the Finance Office to check availability.
- A temporary bus pass for 24 hours can be issued from the Finance Office should a student's cards be damaged or lost during the day.

Please note: that if your child is caught smoking, causing damage or creating trouble on the bus, they could be banned from using Academy Transport. Parents/guardians/carers would then be expected to make alternative transport arrangements and be required to pay for any damage they have caused.

Rodgers Coaches and Academy staff work closely together to maintain standards and try and minimize any problems that may arise. If you wish inform us of any problems that have arisen whilst your child is using Academy transport, please contact Brooke Weston Academy on 01536 396366.

What to do if the Bus does not turn up

If the bus does not turn up and your child returns home, or if there are severe weather problems, please ring the school in the first instance. Staff will be able to advise you of the latest position and what arrangements are being made to try and get your child to school.

Academy Closure First check the Brooke Weston website for news of closure. You can also check Northants County Council's online directory, available at: www.northamptonshire.gov.uk/Parents/closures or listen to your local radio station: BBC Radio Northampton - frequency 104.¹ & 103.6FM

Rodgers Coaches will contact us immediately if they have any serious problems due to vehicle breakdown or bad weather conditions.

In some areas, particularly those that are quite isolated, the bus may not be able to operate even if the school is open. They may also have problems operating around some housing estates. However, in most cases they are able to run on the main roads. If it snows heavily when your child is at school, please be reassured that both Rodgers and the Academy will do everything possible to get your child home safely.