



Home to School and College Transport Policy from 1st September 2012

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1. General Transport Policy

The general policy of the County Council is:

- Free home to school transport is provided for eligible children of statutory school age (5 to 16 years)
- Free transport is provided when a child starts school at age 4 years if they will be 5 yrs old before 31 August that school year. Midday journeys to support part time attendance are not provided
- For students aged 16 -19 years the County Council operates a subsidised transport scheme on existing local bus or train services or education transport contract vehicles
- For students aged 16 – 21 years who have learning difficulties or disabilities, subsidised transport may be provided for any special transport arrangements that the County Council deems to be necessary to meet their needs

The County Council has the power to provide transport support outside of the general policy on a discretionary basis. Such requests will be assessed individually and must fall into the criteria outlined in section 6 of this document.

2. How we assess transport eligibility for children of statutory school age

Free transport is provided for children of statutory school age who attend the catchment school¹ or nearest appropriate school for their age and educational needs, provided they meet the distance and age criteria below:

2.1 Under 8 years of age and living more than 2 miles from school or

2.2 8 years of age and over and living more than 3 miles from school

2.3 Pupils of primary school age (up to age 11) who are entitled to free school meals or

whose parents are in receipt of the maximum level of Working Tax Credit are eligible for free transport to their nearest appropriate school if more than 2 miles from their home

2.4 Pupils of secondary school age (11 to 16 yrs) who are entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit are eligible for free transport to:

(a) one of three appropriate schools closest to their home, where this is more than 2 and less than 6 miles away, or

¹ Where more than one school serves a catchment area transport entitlement will only apply to the nearest school serving the area.

(b) the nearest school preferred on grounds of religion or belief where this is more than 2 and less than 15 miles from their home (*evidence will be required to show that admission to the preferred school has been secured on religion/belief grounds*)

Please note:

- Home to School Transport applies only to the school start and finish times and does not cater for part day arrangements or for extended school opportunities or optional extended school provision
- An 'appropriate' school is a school that provides education appropriate to the age, ability and aptitude of a pupil as determined by Norfolk County Council
- If the County Council provides a place for a pupil at a Specialist Resource Base (SRB), this will be deemed as their nearest appropriate school for the purpose of assessing transport eligibility and the standard criteria in S.2 will apply. Transport will be provided at the beginning and end of the school day. No midday transfers can be supported by the Home to School transport budget.
- Transport for pupils in Year 11 will cease at 30 June. The ages are taken on 1st September in each school year
- The nearest school is determined by the shortest route using roads and public rights of way. All distances will be measured from the Post Office address point of the home to the main school gate using an up to date geographical information software system managed by the local authority to ensure a fair and consistent process for all applicants

The qualifying distances of 6 or 15 miles, as stated at 2.4 above, will be measured by the shortest route by road

- The 2 and 3 mile qualifying distances will be measured by the shortest available route using roads and public rights of way
- Parents are required to ensure their children get to and from the nearest vehicle boarding point (see s.11)
- A pupil's home address is the address of their main residence. Where a child lives with separated parents who have shared responsibility, the home address is considered as the one that the child lives at for most of the calendar week. Where a child lives for an equal amount of time with each parent, the home address will be considered as that of the parent who receives child benefit in respect of the child concerned. Evidence of this will be required to support the application. Transport support will only be provided from one home address and it is parental responsibility to ensure that a child can get to and from school when residing at an alternative address
- Where transport has been provided in error, transport will continue for at least 6 weeks up to the next natural term / half term break after the error is discovered, in order to allow parents time to make alternative arrangements.

3. How we assess transport eligibility for Post 16 students

Subsidised transport is available on existing local bus or train services or education transport contract vehicles to students who are eligible for Post 16 transport support.

Transport services operate from defined points or as a “main road” type of service. It is the family’s responsibility to make provision to reach the nearest pick up point.

To qualify a student must:

- Live in Norfolk
- Live at least three miles from a state funded sixth form or college as measured by the shortest route using roads and public rights of way
- Be under 19 years of age at 31st August or 21 years for those with learning difficulties or disabilities. Transport will be provided up to the end of the course year in which the student reaches 19 years (or 21 years for those with learning difficulties or disabilities)
- Be attending a full time course i.e. a minimum of 450 hours per year of supervised study (approximately 12 hrs/wk)
- Be studying a course of further education, not an HND, HNC or degree course.
- Be attending a state-funded school sixth form, a sixth form college, a further education college or a specialist college, and travelling on a core route to that establishment (see www.norfolk.gov.uk/post16transport)

Students can live outside the core route area but will only receive transport support from Norfolk County Council once they are on a core route. For further information see www.norfolk.gov.uk/post16transport

For Easton College land-based courses i.e. agricultural, equestrian, animal care, transport support will be given to any student who qualifies under the general criteria from anywhere in Norfolk

For students with special needs the appropriate establishment is determined by the Education Authority.

Any financial support for a student seeking to take a course outside of the criteria above will be at the discretion of the County Council.

A student contribution is payable towards transport costs. Concessions are available for low income families receiving a qualifying benefit. See S.9 for how to access up to date payment information and current contribution rates. Further financial support may be available from the establishment attended as part of the Government Bursary Funding.

No travel assistance is provided for work placements or workplace apprenticeships.

Transport support will be provided for standard academic terms only and at the start and end of a standard college/sixth form day and will not include any evening or weekend provision. The start and finish times are agreed between the County Council and the learning establishments in advance and the transport is arranged to meet these times only. There is no support available from the County Council outside of these times.

Transport support is based on a student travelling to the main college/sixth form site. Transport to any satellite sites is the responsibility of the learning establishment concerned and students/parents should contact the learning establishment direct to discuss access arrangements.

4. Provision for pupils with special transport needs

The County Council will consider applications for specialist transport assistance on an individual basis.

For pupils of statutory school age, transport will be provided to the school named within their Statement of Special Educational Needs as the nearest appropriate school that can meet the pupil's educational needs. This does not apply to a school named within a Statement as a school of parental preference. Transport to schools of parental preference is the responsibility of parents and guardians.

For students progressing to Post 16 education a review of transport needs will be undertaken in the secondary school leaving year (see s.5 for further details).

All pupils/students will be expected to undertake travel independence training unless they are assessed, by the County Council, as being unlikely to benefit from such training. The County Council will withdraw any special transport provision for students who choose not to take part in the travel training programme.

The County Council operates the TITAN travel training programme and details of the programme can be obtained from school SEN Co-ordinators (SENco) or from the travel training team on 01603 223391 or email peter.walsh@norfolk.gov.uk

5. How we assess special transport needs for Post 16 students

The County Council will consider any difficulty or disability that prevents a student from travelling safely e.g.

- Any significant mobility difficulties that may prevent a pupil/student from using public transport (e.g. physical inability to board a vehicle)
- Any significant sensory/communication difficulties that may prevent a pupil/student from using public transport in a safe manner
- if the student is "at risk" to themselves or others in using public transport independently.

Travel independence training will be provided for those students who are professionally assessed as being likely to benefit from it. Part of the assessment of

transport needs will include the potential for the student to travel on public services or contract buses following travel independence training.

During the secondary school leaving year, a Guidance Adviser and the student, in conjunction with school staff, other professionals and the parents/guardians will review Post 16 options. Subject to the student being eligible under S.3 above, the assessment of transport needs in order to access the Post 16 provision will be referred by a Guidance Adviser to the travel training team for assessment.

The County Council's TITAN travel training programme includes a summer 'Buddy' scheme. The Buddy scheme is based on young people aged 16 to 21 years, employed and trained by the County Council, working with young people referred onto the scheme to help familiarise them with their new journeys as part of their transfer to Post 16 education.

Any young person identified as being suitable for travel training is expected to willingly participate. The County Council will withdraw door to door transport for any young person refusing to participate.

For those students continuing at a special school beyond the age of 16, transport will continue to be provided in a similar way to how it has been provided at the secondary phase of schooling, subject to a review of needs and potential travel training. Students beyond the compulsory school age of 16 years will need to pay the standard Post 16 student contribution towards their transport. Concessions are available for low income families as defined at www.norfolk.gov.uk/post16 transport, and further financial support may be available from the establishment attended as part of the Government's Bursary funding.

The County Council will consider applications for specialist transport assistance on an individual basis.

6. Other Transport Assistance

Pupils who do not qualify under the County Council's general policy for free transport may receive assistance with transport under certain circumstances such as:

6.1 When a school reorganisation takes place

The County Council will consider whether exceptional transport provision will be made available to pupils affected by any schools reorganisation including:

- School closures
- Opening of new schools
- Changes made by Norfolk County Council to school catchment areas
- Any other major re-organisation of education provision within schools.

Where provision is offered this will only apply to pupils directly affected by these changes at the time they are made.

Arrangements will differ depending on the specific situation at the time.

All parents of those pupils deemed by the County Council to be directly affected will be notified of the proposed arrangements prior to the changes being implemented. The level and duration of any transport assistance will be determined by the County Council's Cabinet.

6.2 Exceptional circumstances

Support will only be considered if all of the following criteria are met:

- the pupil is attending their nearest appropriate school;
- the family is in receipt of maximum working tax credit or entitled to free school meals;
and
- all other means of ensuring attendance have been exhausted.

Temporary assistance will be limited to cases of extremely exceptional circumstances only and this will be for a maximum of 6 weeks.

Assistance will be capped at a maximum cost to the County Council of £100 per week and any costs over and above this will be the responsibility of parents.

It is not possible to take into account a parent's work commitments as a reason for not being able to take a child to school.

Examples of situations that may qualify for support:

- An emergency move to temporary (8 weeks or less) accommodation within 15 miles of the school and which is beyond the family's control
- Severe temporary medical problems
- Social care issues which involve County Council Social Care professionals
- Unavoidable home move when a pupil is in the second or third term of Yr 10 or in Yr 11 and cannot be accommodated in a local school providing an appropriate similar GCSE curriculum. In this instance travel assistance would be provided on existing transport only.

Third party professional evidence must be provided in all cases and any associated costs must be met by the applicant.

Whilst an application is undergoing the assessment stage, parents will be responsible for ensuring that their children get to school. The County Council does not backdate decisions and will not refund any costs incurred prior to the point of the decision being given to the parent. Depending upon the complexity of the situation, the assessment may take up to 15 working days following receipt of all supporting evidence. All efforts are made to complete assessments as quickly as possible and most applications are assessed within 10 working days.

6.3 Unavailable walking routes

If a route to school is assessed as being unavailable for walking due to safety factors, the County Council will provide free transport. This will only apply to statutory school age pupils attending their catchment or nearest appropriate school. Any such route will be assessed based on pupils being accompanied as necessary by an adult. Responsibility for ensuring children get to and from the nearest vehicle boarding point rests with parents/guardians.

The criteria for the assessment of walking routes can be found in section A8.

Whilst a route is undergoing the assessment stage, parents will be responsible for ensuring that their children get to and from school safely.

Unavailable walking routes will be reviewed on a regular basis and if a route becomes available it will become the parent's responsibility to get the pupil to school. The County Council will give at least six weeks further transport assistance up to the next natural term / half term break in such circumstances to allow time for parents to make alternative arrangements.

Appeals against walking routes decisions may be made by following the review procedure detailed in S.13 of this document.

6.4 Schools full situation

If the catchment or nearest appropriate schools are full at the time of application for a school place to the County Council, transport will be provided to the next nearest school, in accordance with the general policy (*note eligibility criteria in S.2*). This arrangement will continue until the end of the pupil's current phase of schooling i.e. primary, secondary.

Siblings of children accommodated in alternative primary phase schools under a schools full situation will be entitled to transport support, in accordance with the general policy, providing this would result in them spending a minimum of 2 years at the same school together and on condition that there are places available within the appropriate year group.

6.5 Authorised School Transfers

The County Council will only consider providing transport support for pupils transferring schools before the natural end of their current phase of schooling where the transfer is managed by the County Council e.g. pupils at risk of exclusion.

Any pupil moving schools due to alleged bullying issues will not be considered for transport support from the County Council. The County Council expects all schools to appropriately manage any reported alleged bullying incidents. Any parent who is not satisfied with the school intervention should take this up with the governing body of the school concerned via the school complaints procedure. The only exception to this will be where the current school confirms in writing that there is no further action that can be taken to resolve the situation and external agencies have been involved fully in this process. The next nearest school will then be deemed the nearest appropriate school and transport support will be provided subject to eligibility.

6.6 Purchase of spare seats for pupils/students

Pupils/students who are not eligible for transport under the general policy may be able to purchase spare seats on contracted vehicles transporting eligible pupils. There are no low income concessions available for those wishing to purchase spare seats except for those in Post16 education.

If there are more applications for spare seats than there are places available, the allocation of seats will be made in the following order:

- Pupils looked after by the Local Authority
- Approved exceptional circumstances beyond policy

- Pupils with significant learning difficulties or disabilities who are already attending the school
- Post 16 students entitled under the general policy
- Under distance pupils (priority based on distance with the pupil living furthest away given highest priority)
- Pupils attending a school of parental preference. It is not necessary for such pupils to be resident in Norfolk but priority will be given to those who are, and then to those living nearest to the school.

7. Transport Grants for Cycling

The County Council wishes to support cycling to school as a 'healthy and green' alternative to motorised vehicle travel.

A cycling allowance of £200 per year is available. This allowance will be payable in place of any other provision that would normally be made e.g. instead of a bus pass.

Each application for this type of grant will be individually assessed with distance and age criteria being taken into consideration. All successful applicants will be required to take part in a briefing session with one of the County Council Road Safety team.

Anyone applying for this type of grant must give consideration to how they will travel to their place of education at times when they feel that adverse weather conditions may make cycling undesirable for them. The County Council will not provide any alternative transport in such circumstances.

8. Fuel Allowances

In some cases parents will provide their own transport to and from school instead of the County Council making the necessary transport arrangements. These arrangements are only agreed if contracted or public transport is not available and if it is the most cost effective option. The level of allowance is based on the mileage for two return journeys each day from home to school (for pupils aged 5 to 16 yrs) or one return journey each day from home to college/sixth form and on the condition that the driver is acting as a volunteer.

The current allowance payable is 25p/mile.

Example 1: Where a school is 5 miles from home the calculation will be
 2 return journeys = distance (5 miles) x 4 = 20 miles
 20 miles x 25p = £5.00 per day.

Example 2: Where a college is 5 miles from home the calculation will be
 1 return journey = distance (5 miles) x 2 = 10 miles
 10 miles x 25p = £2.50 per day

For pupils/students required to pay a contribution towards transport costs, the appropriate level of contribution will be deducted from any fuel allowance they are entitled to.

For example:

If a student is entitled to £2.50 per day fuel allowance, based on a 38 week college year, the annual allowance would be £475.00. If the student contribution is £460 per

year, the County Council would pay the student a total fuel allowance of £15.00 for the year (£475.00 – £460.00).

9. Moped Loan Scheme

The County Council operates a moped loan scheme for post 16 students who are not able to easily access public transport for their journey. All applications are assessed individually and the County Council retains the right not to support cases where there is reason to believe that:

- This is not a suitable mode for a particular journey
- An applicant is not suitable for this mode of travel
- The journey in question is served by other transport arrangements.

The cost of participating in this scheme is exactly the same as the student contribution applicable to any other form of transport under the Post 16 Transport Policy.

10. Payment of contributions towards the cost of transport

Parent/student contributions for young people who are not entitled to free transport are determined annually. These rates, along with payment options, are published on the County Council website at www.norfolk.gov.uk/schooltransport and www.norfolk.gov.uk/post16transport. Alternatively this information can be obtained from the County Council's Travel and Transport Services on 0344 800 8020.

11. Travelling times

The County Council will seek to provide single journeys that do not exceed

- 45 minutes at primary school stage
- 75 minutes at secondary stage and above.

Journey times are assessed using the door to door time.

12. Distance to transport pick up points

Pick up and set down points for children of statutory school age are provided as near as possible to home but parents are required to ensure their children get to and from the nearest boarding point. This is usually no more than 1 mile away from home for children of primary school age and no more than 1.5 miles for those of secondary school age.

13. Behaviour whilst travelling

Whilst travelling on home to school/college transport, young people must behave in an appropriate manner. The County Council expects young people to comply with any instructions from vehicle drivers, particularly in the event of a breakdown or a road incident. Non-compliance with driver instructions will be regarded as unacceptable behaviour.

Any unacceptable behaviour may result in a temporary withdrawal of transport arrangements, for up to two months, during which time it will be the responsibility of parents/carers to ensure that their children access their place of learning.

Transport will only be reinstated for banned pupils when they have demonstrated, to the satisfaction of the County Council that they are willing to behave appropriately. In cases of gross or persistent misconduct a permanent ban from school transport may be imposed.

Please note that CCTV is now in operation on many vehicles.

Please see Appendix 2 for the full Behaviour Policy and Procedure.

14. Review Procedure

Anyone who feels that transport policy has not been applied correctly in respect of their application for transport assistance may write, identifying the specific points of concern, in the first instance to:

Client Services Manager
Travel & Transport Services
Norfolk County Council
County Hall
Martineau Lane
Norwich
NR1 2SG

Following the review of the decision by the Client Services Manager, a further review request with any additional relevant information may be made to the Children's Services Department for the final decision of the County Council.

Anyone who is dissatisfied with the way in which the County Council deals with their review may refer the matter to the Local Government Ombudsman. The Ombudsman will not usually consider cases unless they have been through the full review procedure of the County Council.

15. Sustainable Transport

The County Council promotes the use of sustainable modes of travel for education journeys and encourages parents and students to make joint travel arrangements wherever possible e.g. car sharing.

We continue to promote walking and cycling to school. More details about how we do this can be found in the County Council's sustainable travel strategy at www.norfolk.gov.uk (select: Travel and Transport / Travel Choices / Travel Plans / Sustainable Modes of Travel Strategy for Schools).

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## **Appendix 1**

### **Journey Information**

#### **A 1: Transport Procurement**

Transport will be procured in accordance with the County Council's Standing Orders, Conditions of Contract and the requirements of the Transport Act 2000.

All contracts for the provision of passenger transport services will be reviewed at least every five years to ensure best value for money and efficiency of the overall provision of transport.

#### **A 2: Arrival and Departure Times**

Transport will be arranged to arrive up to 15 minutes before or after school and schools will make any necessary arrangements to supervise pupils for these periods.

Occasionally it may not be possible to arrange transport within these time limits and in these instances the County Council will liaise with schools to ensure that appropriate supervision arrangements are made.

#### **A 3: Seatbelts and vehicle loading**

In accordance with the seating capacity regulations, a seat for each pupil will be provided except on vehicles without seat belts fitted or on local bus services. In these cases the 3:2 seating rule may be used to accommodate small numbers of pupils above the seating capacity available.

Seatbelts and other forms of child restraints will be provided in coaches and minibuses in accordance with current regulations.

#### **A 4: Mixed Loading**

All age groups may be mixed on the same vehicle. However, subject to there being no additional cost, primary age pupils will be transported separately from secondary age pupils wherever possible.

#### **A 5: Drivers and Passenger Assistants**

Drivers and passenger assistants are employed in accordance with the Conditions of Contract and vetted in accordance with Home Office guidelines.

Passenger assistants, in addition to the driver, are provided as follows:

- on vehicles carrying pupils with special needs if a risk assessment of the journey indicates that one is required
- on vehicles where the driver cannot gain access to the passenger compartment without leaving the vehicle or where the driver does not have control of the vehicle doors from his driving position
- on vehicles carrying 30 or more pupils, all under 9 years old, travelling on journeys of at least 30 minutes duration
- on other vehicles where a specific need is identified.

## A 6: Travel Passes

Travel passes are usually valid for one journey to school/college and one journey home each day during standard academic terms only. Pupils must show their pass when boarding the vehicle.

Secondary age pupils will be charged the standard public transport fare or 50p per journey if they do not show a valid pass. After 5 days of not showing a pass transport will be refused.

Primary age pupils on a contracted service will be allowed to travel for five days without a travel pass to give them time to get a new one.

There is a charge of £8 for a replacement pass to cover the administration costs.

## A 7: Other Users

Other persons may be given permission to travel on contracted transport e.g. staff, parents helping at the school, exchange students. Such persons should obtain permission from the County Council and will only be authorised to travel providing:

- there are spare seats available, and
- there are no additional costs involved.

School staff using the services are expected to supervise the pupils whilst travelling.

## A 8: Criteria for home to school route assessment

### Introduction

All roads can be considered as being potentially hazardous for pedestrians, whether in a rural or urban setting. Free transport cannot be provided for this reason alone. For pupils living within the qualifying distances of their catchment or nearest appropriate school, the County Council will look at the nature of the route and the age of the child before it will consider providing free transport.

For the council to provide free transport, the route must have special factors that make it particularly hazardous and therefore unavailable to walk or cycle along in reasonable safety, even where a child is accompanied by a parent or other responsible adult.

### What can make a route unavailable?

A route could be considered unavailable as a walking route, even to a child accompanied by an adult, if a **combination** of the following factors exists:

- There is no footpath or roadside strip;
- There is no verge by the side of the road that can be used to step onto to avoid passing vehicles;
- Where there is no path or verge, the road is less than 5.5 metres wide **and** has a traffic count of more than 240 vehicles and 12 large vehicles per hour;
- Visibility is impaired by sharp bends, banks, hedges or other obstacles;
- There is a history of road accidents involving pedestrians along the route;

- Where there's a need to cross a road with a high vehicle count, although the determination will be based on appropriate gaps in traffic to enable a safe crossing.

Drivers are expected to comply with the speed limits. Where they do not, the local police should be asked to take appropriate action.

If a route is considered unavailable free transport will be provided until there is a significant change, e.g. if a footpath is created, the route will be reassessed. Free transport is not provided if there is a safe alternative walking route to school, also within the qualifying distance.

The following are examples of factors that are not considered as part of a route assessment:

- It is isolated and there is perceived to be a moral danger;
- There are canals, rivers, dykes, lakes or ponds along the route;
- They need to cross a railway line;
- There are short lengths of road e.g. bridge, where there is no verge;
- The school is in close proximity to the home;
- There are other variable conditions e.g. inclement weather or possible flooding,

since in these instances it is the responsibility of the parents to decide whether to accompany their child to school or to make alternative arrangements. Parents are also expected to provide protective clothing or other equipment as necessary. This may mean parents walking with their child to school or arranging for a child minder or neighbour to accompany the child to school.

Free transport may be provided if parents can satisfy the council that no adult is available to accompany the child, e.g. you have a younger child in a pram or pushchair and the route cannot be walked in reasonable safety. However, we would expect all reasonable alternatives to have been explored before confirming support.

Free transport is not provided if the child cannot be accompanied due to a parent's work commitments.

When children from the same family attend different local schools in the area, e.g. infant and junior schools and they do not qualify for free transport, then it is reasonable to expect the parents to make any local arrangements they consider necessary for their children to be accompanied to and from different schools or to use any available transport services.

## **Appendix 2**

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## **Behaviour Procedure for Education Journeys**

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This procedure should be adopted for all school journeys operated under the Contract, but it does not affect the statutory powers of drivers and conductors given to them under the Public Passenger Vehicles Act 1981.

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### **Supervision**

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1. The Conditions of Contract for the Conveyance of School Pupils states:-  
'The contractor shall for the purpose of safeguarding the pupils against accidents or injuries, ensure that they are carefully supervised both during the journey and when boarding and alighting from the vehicle.'
2. In order to maintain good behaviour, supervision should normally require no more than a verbal instruction from the driver whose authority is vested in his legal responsibility for the vehicle. Where an escort is employed on the vehicle it will be the escort's responsibility, in the first instance, to issue any verbal instructions as a result of misbehaviour.
3. Contractors' employees should not remove pupils from the vehicle or refuse to allow them to board except when the vehicle is at the school that the pupils attend. As a result of unacceptable behaviour and regardless of the provocations, on no account are the Contractor's employees to use actual or threatened physical force. If drivers' instructions are ignored and bad behaviour persists, the appropriate disciplinary actions should be taken.

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### **Disciplinary Procedure**

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4. There are three stages to the procedure:
  - 4.1 Initial Warning – usually a verbal instruction or warning
  - 4.2 Written Warning – usually an initial then final warning
  - 4.3 Exclusion from transport

Travel & Transport Services have discretion to override earlier stages in the procedure if the seriousness of the incident warrants this.

#### **5. Initial Warning**

For minor incidents of misbehaviour the driver or escort should identify the culprit(s) and report the incident to the Headteacher for any action considered necessary, which will often prevent escalation to stages 4.2 and 4.3 of this procedure. The driver must also report these instances to his/her employer to record for future reference. Where infant or special needs pupils are concerned, the Contractor will also inform the Council.

#### **6. Written Warning**

For repeated unacceptable behaviour or any single serious incident:

- 6.1 The driver or escort (if any) will report the details and name(s) of the culprit(s) as soon as possible to the Headteacher and Contractor;

6.2 The Contractor will send a written report, including any recorded details of the Initial Warning, to the Transport Officer, and will copy the letter to the Headteacher.

6.3 The Transport Officer, after consultation with the Headteacher, will write to the parents, with copies to the Headteacher and Contractor, seeking the help of the parents and warning them that any further incidents of unacceptable behaviour could result in the exclusion of their child from the vehicle.

## **7. Exclusion from transport**

In general, exclusion from transport is used following completion of the Written Warning stage. When further incidents of bad behaviour occur:

7.1 The Driver is to report the details and name(s) of the culprit(s) as soon as possible to the Headteacher and Contractor;

7.2 The Contractor must advise the Transport Officer of the details by telephone and then confirm it in writing, referring to the previous Written Warning;

7.3 The Transport Officer, after consultation with the Headteacher and the Operations Manager, will write to the parents notifying them that their child will be excluded from the transport for a specified period (normally up to five school days on the first exclusion) giving them five days notice to make alternative arrangements. This letter will be copied and sent to the Headteacher and the Contractor

## **8. Immediate exclusion from transport**

Exceptionally there may be an incident of such a serious nature, e.g. dangerous or violent behaviour or wanton damage to the vehicle, that the pupil would be excluded from transport without warning. In such cases:

8.1 The Contractor must immediately telephone details to the Transport Officer. After consultation with the Headteacher, the Transport Officer will issue verbal instruction for the commencement and duration of the exclusion to the Contractor, the pupil and the parent(s);

8.2 Contractors and headteachers must not act independently; only the council should authorise the exclusion of a pupil from transport.

8.3 The exclusion should commence as soon as possible after the incident, preferably from the next journey but not partway through an existing journey, unless the pupil has been arrested by the Police. If the exclusion has already commenced, the Transport Officer is to confirm details in a letter to the parents with copies to the Contractor and Headteacher.

## **9. The role of schools in addressing poor behaviour on transport**



The Department of Education expects each school to promote appropriate standards of behaviour by pupils on their journey to and from school through rewarding any positive behaviour and using sanctions to address poor behaviour.

The Education and Inspections Act 2006 requires head teachers to determine what measures should be taken to promote self-discipline among pupils; and encourage positive behaviour and respect for others, including the prevention of bullying. The Act makes it clear that head teachers must make and publish rules, and decide on penalties for unacceptable behaviour.

The Act also empowers head teachers to take action to address unacceptable behaviour even when this takes place outside the school premises and when pupils are not under the legal control of the school, but when it is reasonable to do so. In the Department's view, this would include behaviour on school buses, or otherwise on the route to and from school, whether or not the pupils are in school uniform.

## **10. Vandalism**

Parents/Guardians may be invoiced via either Travel and Transport Services or the School concerned to recover the cost of repair due to vandalism.

## **11. Smoking**

For incidents of smoking on transport there will be a mandatory minimum travel ban of one week.