

Scarborough UTC

Behaviour on College Buses Policy

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Statement of intent

Outside of the premises, Scarborough UTC expects students to display the same high standards of behaviour that it has come to expect inside college. When students are using buses, the college is keen to ensure that students can relax and unwind, while remaining positive ambassadors for the college.

This policy outlines the expected standards of behaviour, via a code of conduct, and provides the possible consequences of breaking these rules.

Signed by:

W. Wilson

Principal
Chair of Governing
Board

Date:

15th July 20

Date:

15 / 7 / 20

1. Legal framework

1.1. This policy takes into account the following legislation and guidance including, but not limited to:

- The Equality Act 2010
- DfE (2014) 'Home to college travel and transport guidance'

1.2. This policy will be implemented in conjunction with the college's:

- Employability Charter
- Conduct for Learning Policy

2. Code of conduct on buses

2.1. The driver's instructions will be followed at all times.

2.2. Students will respect others and their property.

2.3. Equipment, signs, and the bus itself will not be tampered with.

2.4. Whilst waiting to be picked up from the college, students will:

- Wait in the allocated space, at a safe distance from the bus.
- Stand quietly without shouting or calling out.
- Board the bus safely without pushing.

2.5. Whilst on the bus, students will:

- Sit in their individual seats.
- Remain seated while the vehicle is in motion.
- Wear a seatbelt at all times.

2.6. Whilst on the bus, students will not:

- Eat, drink or smoke.
- Bully, fight, swear or display any aggressive behaviour.
- Vandalise or litter.
- Throw objects.
- Change seats during the journey.
- Block the aisles or seats with personal objects.
- Distract the driver.
- Operate bus doors or exits (except in an emergency).
- Possess, distribute or consume alcohol or any prohibited substance.
- Possess or distribute offensive or inappropriate materials or objects.
- Use a recording device to obtain images, audio or video of the driver or other students.
- Place their feet on the seats.

- Engage in sexual behaviour.
- 2.7. Students will only board or leave the bus at designated stops.
- 2.8. When leaving the bus, students will:
- Wait for the bus to come to a complete stop before removing their seatbelt and standing.
 - Disembark the bus in an orderly manner.
 - Never cross the road directly in front of or behind the bus.
 - Use pedestrian crossings, wherever possible.
- 2.9. In the case of an emergency, students will wait in the area indicated by the driver, while ensuring that they do not interfere with any emergency equipment.
- 2.10. Students are permitted to use media or audio devices provided that headphones are worn, volume levels are kept to a reasonable level, and instructions by the driver can still be heard and are not ignored.
- 2.11. Students are permitted to use mobile phones, provided that they are not used in a manner which breaches the code of conduct.

3. Behavioural breaches

- 3.1. The college works closely with bus drivers to review the levels of behaviour displayed and any difficulties they face on a monthly basis.
- 3.2. When a student is behaving in a manner which is potentially dangerous, the driver is permitted to take immediate action to remove the student from the bus.
- 3.3. If misbehaviour is reported, the reaction of the college varies depending on the severity of the incident.
- 3.4. The college categorises behavioural incidents as the following:
- Category 1: Nuisance behaviour, e.g. eating on the bus or failing to follow instructions from an adult
 - Category 2: Threatening behaviour, e.g. using threatening language or harassing and/or bullying others
 - Category 3: Dangerous or highly offensive behaviour, e.g. fighting or throwing objects
 - Category 4: Extremely offensive or dangerous behaviour, e.g. possessing a weapon or smoking

4. Sanctions

- 4.1. When determining the appropriate response to a breach of standards, the college considers the following criteria:

- The nature and category of the incident
 - The threat to the safety of passengers
 - The age and maturity of the student
 - Whether the breach was the student's first incident
- 4.2. All incidents of misbehaviour on college buses are recorded on a student's personal record, for consideration when determining a suitable penalty. The retention periods for incidents on records are as follows:
- Category 1: three months
 - Category 2: four months
 - Category 3: six months
 - Category 4: nine months
- 4.3. Once the retention period has ended, previous incidents are no longer used to determine penalties.
- 4.4. Any behaviour breach results in contact with the parents, outlining the problem and requesting they speak to their child. In addition, a sanction will be issued in line with the nature of the behaviours and guidance set out in this policy and our Conduct for Learning Policy.
- 4.5. Repeated or serious incidents may result in a mandatory one month ban.
- 4.6. If any ban falls within the college holidays, the ban is extended into college term time to account for this.
- 4.7. Any student who has previously received a bus ban and is found to have repeated their behaviour upon return, receives a further one month ban.
- 4.8. At the discretion of the college, students receiving multiple bans are banned for one of the following periods:
- The remainder of the current half term
 - The remainder of the current term
 - The remainder of the current academic year

5. Policy review

- 5.1. This policy is reviewed every two years by the Principal.
- 5.2. The scheduled review date for this policy is February 2022.

Student declaration form

All students at Scarborough UTC are expected to read and adhere to the rules described in this policy.

Only students, who have read and signed this declaration form, will be permitted to use the college bus service.

By signing this form, students will confirm that they have read and understood all the guidelines, in the policy and below, and they will, to the best of their ability, abide by them.

Students who do not adhere to the rules will not be permitted to use the bus.

If any of the policy's rules are broken, students will be made aware of the consequences of misbehaviour.

Name of student:	
Year group:	
Student signed:	
Date:	

Code of conduct on buses

1. The driver's instructions will be followed at all times.
2. Students will respect others and their property.
3. Equipment, signs, and the bus itself will not be tampered with.
4. Whilst waiting to be picked up from the college, students will:
 - a. Wait in the allocated space, at a safe distance from the bus.
 - b. Stand quietly without shouting or calling out.
 - c. Board the bus safely without pushing.
5. Whilst on the bus, students will:
 - a. Sit in their individual seats.
 - b. Remain seated while the vehicle is in motion.
 - c. Wear a seatbelt at all times.
6. Whilst on the bus, students will not:
 - a. Eat, drink or smoke.
 - b. Bully, fight, swear or display any aggressive behaviour.
 - c. Vandalise or litter.
 - d. Throw objects.
 - e. Change seats during the journey.
 - f. Block the aisles or seats with personal objects.
 - g. Distract the driver.
 - h. Operate bus doors or exits (except in an emergency).
 - i. Possess, distribute or consume alcohol or any prohibited substance.
 - j. Possess or distribute offensive or inappropriate materials or objects.
 - k. Use a recording device to obtain images, audio or video of the driver or other students.
 - l. Place their feet on the seats.
 - m. Engage in sexual behaviour.
7. Students will only board or leave the bus at designated stops.
8. When leaving the bus, students will:
 - a. Wait for the bus to come to a complete stop before removing their seatbelt and standing.
 - b. Disembark the bus in an orderly manner.
 - c. Never cross the road directly in front of or behind the bus.
 - d. Use pedestrian crossings, wherever possible.
9. In the case of an emergency, students will wait in the area indicated by the driver, while ensuring that they do not interfere with any emergency equipment.
10. Students are permitted to use media or audio devices provided that headphones are worn, volume levels are kept to a reasonable level, and instructions by the driver can still be heard and are not ignored.
11. Students are permitted to use mobile phones, provided that they are not used in a manner which breaches the code of conduct.