



South Gloucestershire & Stroud Academy Trust (SGSAT)

Code of Conduct – Transport. Berkeley Green UTC

If you would like this document in an alternate format

Please contact the Human Resources Department

Prepared by:	Rob Morgan
Job Title/Role:	Pastoral and Behaviour Lead
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Approved by:	SGS Berkeley Green UTC Local Governing Body
Date of Approval:	20 March 2019

Main aim and purpose of the policy:	To provide a safe and comfortable environment on all school transport.				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Persons in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High <input type="checkbox"/>	Medium ✓	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No ✓
I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required					
Completed by: Robert Morgan		Position: <i>Pastoral and Behaviour Lead</i>		Date: <i>14/03/19</i>	

Code of conduct for SGS Berkeley Green UTC transport

We want students and other passengers to stay safe and travel in comfort therefore you must agree to the following code of conduct. Parents or carers will be alerted if you do not keep to the code. Students who break the code of conduct will be subject to the range of sanctions laid out in our Professional Behaviour Policy, including being temporarily or permanently banned from our transport. The terms of the school Professional Conduct Policy also apply to all school transport.

Please be aware that our bus operators monitor the behaviour of passengers using CCTV. CCTV footage may be consulted as evidence if it is alleged that the code of conduct has been breached.

Waiting for the bus

- You are responsible for getting to your bus pick-up point.
- Arrive at the pick-up point at least ten minutes before the vehicle is due to arrive as buses will not wait.
- All our buses endeavour to arrive at each pick up point on time but if late, you should be prepared to wait at the pick-up point for 20 minutes. As such please ensure you are dressed appropriately for the weather.
- Please agree with your parents/carers what to do if the bus does not arrive or if you fail to catch it. (e.g. return home or go to a friend's house to organise alternative transport).
- Queue sensibly, well away from the edge of the road, taking care not to block the pavement or to inconvenience other pedestrians.
- Get on and off the bus in an orderly way so you don't injure yourself or other passengers.

On the bus

- Show your bus pass to the driver on entry. Failure to do so may result in you not being allowed on the bus.
- Sit safely in your seat once you are on the bus and use a seatbelt if one is provided.
- The driver and any other transport staff should be treated with respect. Do not distract the driver unless there is an emergency.
- Do not use emergency exits unless there is a genuine emergency.
- Do not eat, drink or smoke (including e-cigarettes) on the bus.
- Do not shout or use obscene or abusive language.
- Music should only listened to through headphones. The use of speakers, bluetooth or otherwise, is not allowed.
- Bullying or any kind and in all forms will not be tolerated.
- Physical aggression of any kind will not be tolerated.

- You must not behave in a way that will make other passengers feel unsafe or uncomfortable.
- You should behave in a way that does not jeopardise your own safety or the safety of other passengers.
- Do not destroy, deface or deliberately soil any part of the bus. If damage is caused not only will the police be contacted but you will be liable for the full costs of repair and any fees incurred in recovering such costs.
- Do not use a mobile phone (or other electronic device) to produce images, videos or audio recordings of the driver or other transport users.
- Follow the driver's instructions at all times.

I understand and agree to the Code of Conduct outlined above.

Signed Student **Date**

Signed Parent / Carer

If you are concerned about behaviour on your child's bus, please send your report to our email address: office@berkeleygreenutc.org.uk