

POLICY

STUDENT TRANSPORT

Scope and Purpose

The purpose of the Student Transport Policy is to set out the entitlement of students to have transport provided to and from College.

Students are only eligible to travel on the College bus / vehicle, which is provided by Pembrokeshire County Council and Carmarthenshire County Council in line with their 'Education Services – Schools in Pembrokeshire Information for Parent 2017-18' and 'Carmarthenshire Schools Transport Policy, if they are:

- Under nineteen years of age as of 1st September of the year of entry and if they are enrolled as full time or federation students: and
- must reside more than three miles by shortest available route, as defined by the learner travel measure, from the College (or work placement if applicable)

If students are suspended from College, due to behaviour or are found to be under the influence of drink or drugs, they are not entitled to travel on the College bus. Please also see section 2.6.

If students over nineteen years of age after 1st September, of the year of entry, require support with transport to and from the College they can apply to the College for funding support which is subject to criteria. All arrangements for any funded transport to and from the College must be made by the student or parent/ guardian.

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1 Entitlement

Full time and federation students under the age of nineteen years on 1st September will receive free transport via the issue of a College bus pass by Learner Services, and if travelling on a Carmarthenshire County Council transport a bus pass issued by them.

Bus passes will only be issued to enrolment addresses and students will only be entitled to travel on the route specified on their bus pass.

If a student has estranged parents and resides with both parents, a bus pass will be only issued to the enrolment address given by the student.

Students aged over nineteen and HE students are not entitled to travel on College transport free of charge.

Students who wish to travel with children under school age must inform the College's Head of Learner Services & Safeguarding of this prior to travelling (subject to LEA approval).

2 Operational Details

Students boarding College buses must be in receipt of a valid bus pass to travel and will be required to show their bus pass on entry.

It is the responsibility of the bus companies and the LEA to endorse the above.

The College reserves the right to refuse access to a College bus where a student is in breach of the College's Code of Conduct for use of College transport or presents a risk to other students under the College's Health and Safety or Duty of Care Policies.

Temporary/replacement bus passes will be issued via the Learning Resource Centre.

A bus pass that is lost by a student will need to be replaced at a cost of £5.00 per replacement.

If a student is suspended due to behaviour or are found to be under the influence of drink or drugs, and are unfit to travel on the bus, any cost incurred for alternative travel to home i.e. taxi will be the responsibility of the student.

3 Management

The Head of Estates & Facilities is responsible for strategic planning arrangements for student transport with the Local Education Authorities and bus companies. The Head of Learner Services & Safeguarding is responsible for disciplinary/student matters relating to College transport.

The Head of Estates & Facilities and the Assistant Principal (Resources) will meet annually to review transport contracts with the Local Education Authority, costs and services.

The Head of Estates & Facilities will meet annually with the Transport Manager from the LEA to review contracts and services.

In line with 3.3 above, the LEA will also consult on annual transport strategy documents in line with WG policy.

College transport services will be provided in conjunction with Pembrokeshire and Carmarthenshire LEAs.

4 Arrangements for Dealing with Disruption at Short Notice

Changing weather conditions or other unforeseen circumstances may cause the College to close at short notice. Even when schools are able to stay open, transport arrangements will sometimes be disrupted, particularly in rural areas.

Operators of College transport vehicles and their drivers have to make judgements about the safety of a route and whether they consider it possible to operate a route at all, or in some circumstances just part of a route. Some buses may not be able to run at all, or sometimes a bus will start to collect students in the morning but will have to abandon the run and return the students to their pick up points. Even when buses have been able to take students to College, the bus home from College may have to leave early due to worsening conditions. It is therefore essential that parents or guardians make sure that arrangements are in place to safe guard the student during the day if they are not at home, and the student is clear about what to do in such circumstances.

It is vital that the College has a student emergency contact number, and that the College are advised of any changes to this number so that they can be contacted in the event of an emergency situation.

Parents, Guardians and students should also ensure that they are dressed appropriately for the cold weather in case the bus is late or the journey to and from College is slower than usual.

Should a College transport route not operate in the morning due to adverse weather conditions but parents/guardians or students make other arrangements for them to travel to College then it is their responsibility to make their own arrangements to travel home at the end of the College day.

5 Guidance Notes

All students using College Transport must adhere to the Code of Conduct for use on College Transport (Attached as Appendix 1) and the Welsh Government's Statutory Guidance Travel Behaviour Code.

Complaints regarding College transport services and arrangements will be handled in accordance with the College's Complaints Policy.

Disciplinary matters will be handled via the College's Disciplinary Procedures.

Health and Safety, Duty of Care and Risk Management issues will be managed under the guidance of the appropriate College Policy by the Assistant Principal (Resources).

Learning Services and MIS will hold records of students travelling on each route.

6 Welsh Language

The Corporation is committed to the promotion of the Welsh Language and will endeavor to address and support the needs of Welsh speakers in accordance with the College's Welsh Language Scheme.

7 General

The College is committed to the promotion of the Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh Language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

8 Document Control

Version	Description	Date	Creator	Reviewer	Authoriser	Document Custodian
1	Revision	Dec 16	S Jones	S Jones	D Evans	M Whelton
2	Revision	June 17	S Jones	S Jones		
Signed			<i>S Jones</i>	<i>S Jones</i>		

Appendix 1

Code of Conduct

Code of Conduct for use of College Transport

Your safety is very important. You must behave responsibly and safely when travelling to and from college or school, whether you get there by bus, train, taxi, bicycle, walking or any other way. If you get a bus to college or school, you must also follow the rules in the College code of conduct for use of College Transport.

If you do not follow the code of conduct, for your own safety, local authorities, schools and colleges can take action against you. This might involve taking away your right to college and school transport and even excluding you from college.

Your Responsibility	Your Safety	Your Rights
<ul style="list-style-type: none"> • Always respect others including other pupils, drivers and the public. • Always respect vehicles and property. • Always be polite. • Never drop litter. • Always obey the law. 	<ul style="list-style-type: none"> • Always behave well when travelling. • Always follow the driver's instructions when travelling. • You must not distract drivers. • Always cross the road safely and sensibly. • Always travel by a safe route. 	<ul style="list-style-type: none"> • To be safe when travelling. • To be treated fairly and with respect. • To tell someone if somebody or something is causing you problems. • Not to be bullied or picked on.
<p>Please tell a member of staff, parent or driver about any bad behaviour or bullying you see.</p>		

This agreement is designed for your safety and the safety of others travelling on college transport. It is a contract between you and the College. The Code of Conduct is in line with the Welsh Governments All- Wales Travel Behaviour Code.

1.0 Before starting your journey

- 1.1 Make an agreement with your parents or guardian what to do if the bus does not arrive or if you miss it.

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- 1.2 Arrive at the bus stop in good time, preferably at least 10 minutes before the bus is due to depart. Always wait sensibly, off the road.
- 1.3 Queue in an orderly manner. Do not go near the bus until it has stopped and never push or rush for the door
- 1.4 Always show your bus pass to the driver. Defaced, illegible or false passes will not be accepted. If you do not have a bus pass you will not be allowed onto the bus
- 2.0 During your journey**
- 2.1 Find a seat quickly and quietly without pushing and remain seated for the entire journey. On a public service find a seat if one is available.
- 2.2 Do not obstruct the aisle with bags or other belongings
- 2.3 Do not distract the driver when he or she is driving unless in an emergency
- 2.4 Always wear seatbelts when they are fitted
- 2.5 Do not smoke, eat or drink from cans, bottles, tins whilst on the bus or drop litter either on or from the bus
- 2.6 Never throw anything in or from the bus
- 2.7 Never operate the bus doors (except in an emergency when you will be instructed by the driver to do so)
- 2.7 Do not change, tamper, vandalise or deface the bus. Such action will lead to disciplinary action by the college and students/parents will be held responsible for the cost of repair
- 2.8 Always follow the instructions of the driver or passenger assistant at all times particularly in the event of an accident or a breakdown.
- 2.9 If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus because of smoke or fire or the driver or assistant is injured leave by the safest exit in an orderly manner. When off the vehicle assemble at the safest point off the highway if on a motorway or dual carriageway move away from the carriageway preferably up the side of a bank but please keep safety in mind at all times.
- 3.0 At the end of your journey**
- 3.1 Never try and get on or off the bus until it has stopped. Wait until the bus has stopped before leaving your seat. Leave the bus sensibly taking all your belongings with you.
- 3.2 When leaving the vehicle, take care to ensure your coat or bag is not caught anywhere. Step well away from the bus.

3.3 Should you need to cross the road after you have left the bus allow the bus time to move off well before attempting to cross the road so that you can see and be seen by other traffic. Never cross the road in front of or close behind the bus. Please remember to use the Green Cross Code.

4.0 General behaviour

4.1 Behave responsibly and in an orderly manner before, during and after your journey. Failure to do so could lead to disciplinary action. Bad behaviour will not be tolerated

4.2 If you wish to make a complaint about the bus service the College complaints procedure should be used

I agree to being issued with a College bus pass and to abide by the above code of conduct

Student:..... Date.....

M. Thomas

College:

Maxine Thomas, Head of Learning Services and Safeguarding