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 whether you get there by bus, train, taxi, bicycle, walking or any other way. If you get a bus to College, you must also follow the rules in this College Code of Conduct. If you do not follow the Code of Conduct, for your own safety, local authority and the College can take action against you. This might involve taking away your right to College transport and even excluding you from College. 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 Assembly Governments All- Wales Travel Behaviour Code and you agreeing to abide by it when you sign the Learner Agreement for Pembrokeshire College.

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.

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).

2.8 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.

2.9 Always follow the instructions of the driver or passenger assistant at all times particularly in the event of an accident or a breakdown.

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2.10 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 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 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.

Your Responsibility	**Your Safety**	**Your Rights**
Always respect others including other pupils/students, drivers and the public. Always respect vehicles and property. Always be polite. Never drop litter. Always obey the law.	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.	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.
Please tell a member of staff, parent or driver about any bad behaviour or bullying you see.		

Cod Ymddygiad ar gyfer Defnyddio Trafnidiaeth y Coleg

Mae eich diogelwch yn bwysig iawn. Rhaid i chi ymddwyn yn gyfrifol ac yn ddiogel wrth deithio i'r Coleg ac oddi yno p'un a ydych yn cyrraedd yno ar fws, trên, tacsi, beic, cerdded neu unrhyw ffordd arall. Os ydych yn dal bws i'r Coleg, rhaid i chi hefyd ddilyn y rheolau yng Nghod Ymddygiad y Coleg hwn. Os nad ydych yn dilyn y Cod Ymddygiad, er eich diogelwch eich hun, gall eich awdurdod lleol a'r Coleg gymryd camau yn eich erbyn. Gallai hyn olygu cael gwared ar eich hawl i gludiant Coleg a hyd yn oed eich gwahardd o'r Coleg. Mae'r cytundeb hwn wedi'i gynllunio ar gyfer eich diogelwch chi a diogelwch pobl eraill sy'n teithio ar gludiant y Coleg. Mae'n gontract rhyngoch chi a'r Coleg. Mae'r Cod Ymddygiad yn unol â Chod Ymddygiad Teithio Llywodraeth Cynulliad Cymru ar gyfer Cymru Cyfan ac rydych yn cytuno i lynu wrtho pan fyddwch yn llofnodi Cytundeb y Dysgwr Coleg Sir Benfro.

1.0 Cyn Dechrau eich Taith

1.1 Gwnewch gytundeb gyda'ch rhieni neu warcheidwad beth i'w wneud os na fydd y bws yn cyrraedd neu os byddwch yn ei golli.

1.2 Cyrhaeddwch yr arhosfan bysiau mewn da bryd, yn ddelfrydol o leiaf 10 munud cyn i'r bws ddod. Byddwch yn synhwyrol wrth aros am y bws, gan aros oddi ar y ffordd.

1.3 Ciwiwch mewn modd trefnus. Peidiwch â mynd ger y bws nes ei fod wedi stopio a pheidiwch byth â gwthio na rhuthro am y drws.

1.4 Dangoswch eich pàs bws i'r gyrrwr bob tro. Ni fydd pasys sydd wedi andwyo, sy'n annarllenadwy neu rai ffug yn cael eu derbyn. Os nad oes gennych docyn bws ni chewch ganiatâd i fynd ar y bws.

2.0 Yn Ystod eich Taith

2.1 Dewch o hyd i sedd yn gyflym ac yn dawel heb wthio, gan aros yn eich sedd ar gyfer y daith gyfan. Ar wasanaeth cyhoeddus dewch o hyd i sedd os oes un ar gael.

2.2 Peidiwch â rhwystro'r eil â bagiau neu eiddo arall.

2.3 Peidiwch â thynnu sylw'r gyrrwr pan fydd yn gyrru oni bai ei fod mewn argyfwng.

2.4 Gwisgwch wregysau diogelwch bob amser pan gânt eu gosod.

2.5 Peidiwch â smygu, bwyta nac yfed o ganiau, poteli, tuniau pan fyddant ar y bws neu ollwng sbwriel, naill ai ar y bws neu oddi ar y bws.

2.6 Peidiwch byth â thaflu dim i mewn nac o'r bws.

2.7 Peidiwch byth â gweithredu drysau'r bysiau (ac eithrio mewn argyfwng pan fyddwch yn cael eich cyfarwyddo gan y gyrrwr i wneud hynny).

2.8 Peidiwch â newid, ymyrryd, fandaleiddio nac andwyo'r bws. Bydd camau o'r fath yn arwain at gamau disgyblu gan y Coleg a bydd myfyrwyr/rhieni yn cael eu dal yn gyfrifol am y gost trwsio.

2.9 Dylech bob amser ddilyn cyfarwyddiadau'r gyrrwr neu'r cynorthwy-ydd teithio ar bob achlysur yn enwedig os bydd damwain neu os bydd y bws yn torri lawr.

2.10 Os bydd damwain, arhoswch ar y bws hyd nes y dywedir wrthych am adael. Os nad yw'n ddiogel i aros ar y bws oherwydd mwg neu dân, neu os yw'r gyrrwr neu'r cynorthwy-ydd wedi'u hanafu, gadewch yr allanfa fwyaf diogel mewn modd trefnus. Pan fyddwch oddi ar y bws rhaid i chi ymgynnull ar y pwynt mwyaf diogel oddi ar y briffordd os ar y drafford neu ffordd ddeuol. Symudwch i ffwrdd o'r ffordd ddeuol, os oes modd, i fyny ochr y clawdd ond cadwch ddiogelwch mewn cof bob amser.

3 Ar Ddiwedd eich Taith

3.1 Peidiwch byth â cheisio mynd ar y bws neu oddi ar y bws nes ei fod wedi stopio. Arhoswch nes bod y bws wedi stopio cyn gadael eich sedd. Gadewch y bws yn synhwyrol gan fynd â'ch holl eiddo gyda chi.

3.2 Wrth adael y bws, cymerwch ofal i sicrhau na chaiff eich côt na'ch bag ei ddal yn unman. Camwch yn ddigon pell i ffwrdd o'r bws.

3.3 Os bydd angen i chi groesi'r ffordd ar ôl i chi adael, rhowch ddigon o amser i'r bws symud i ffwrdd cyn ceisio croesi'r ffordd fel y gallwch weld a chael eich gweld gan draffig arall. Peidiwch byth â chroesi'r ffordd o flaen neu'n agos y tu ôl i'r bws. Cofiwch ddefnyddio Cod y Groes Werdd.

4 Ymddygiad Cyffredinol

4.1 Rhaid i chi ymddwyn yn gyfrifol ac yn drefnus cyn, yn ystod ac ar ôl eich taith. Gallai methu â gwneud hynny arwain at gamau disgyblu. Ni oddefir ymddygiad gwael.

4.2 Os dymunwch wneud cwyn am y gwasanaeth bws dylid defnyddio trefn gwynion y Coleg.

Eich Cyfrifoldeb	Eich Diogelwch	Eich Hawliau
Parchwch bobl eraill gan gynnwys disgyblion/ myfyrwyr eraill, gyrwyr a'r cyhoedd. Dylech bob amser barchu cerbydau ac eiddo. Byddwch yn gwrtais bob amser. Peidiwch byth â gollwng sbwriel. Rhaid i chi ufuddhau i'r gyfraith bob amser.	Dylech bob amser ymddwyn yn dda wrth deithio. Dilynwch gyfarwyddiadau'r gyrrwr bob amser wrth deithio. Rhaid i chi beidio â thynnu sylw'r gyrwyr. Croeswch y ffordd yn ddiogel ac yn synhwyrol bob amser. Teithiwch ar lwybr diogel bob amser.	Bod yn ddiogel wrth deithio. Cael eich trin yn deg a chyda pharch. Dweud wrth rywun os oes rhywun neu rywbeth yn achosi problemau i chi. Peidiwch â chael eich bwlio na'ch pigo arno.
Rhowch wybod i aelod o staff, rhiant neu yrrwr am unrhyw ymddygiad gwael neu fwlio a welwch.		