

From Parkfields Behaviour and Relationships Policy:

11. Behaviour outside the school grounds

11.1 Pupils at the school must agree to represent the school in a positive manner.

11.2 Staff may hold pupils to account for dangerous or difficult behaviour off the school premises when the pupil is:

- Wearing school uniform.
- Travelling to or from school.

11.3 Staff may also hold pupils to account for dangerous or difficult behaviour off the school premises that, irrespective of the above:

- Could negatively affect the reputation of the school.
- Could pose a threat to another pupil, a member of staff at the school, or a member of the public.

What happens if it goes wrong?



REMIND

Discussion with member of staff



REFLECT

Letter 1 issued



REMOVE

Letter 2 issued

Central Bedfordshire Council's Home to School Transport Code of conduct for pupils and parents can be found via this [link](#)



Parkfields School

FLOURISH, LEARN AND GROW

Expectations for Pupil Behaviour on School Transport

Following these instructions will help make your ride to and from school safe, comfortable, and enjoyable for everyone.

Waiting for the Bus



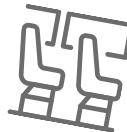
1. **Be on Time:** Arrive at your bus stop at **least 5 minutes** before the scheduled pick-up time.
2. **Stay Safe:** Wait for the bus on the **pavement** or at the designated stop location, **well back** from the road.
3. **Wait for the Signal:** Do not approach the bus until it has **come to a complete stop**, the **door is open**, and the **driver signals** that it's safe to board.
4. **Stay Clear:** If you drop something while waiting or boarding, **tell the driver**; never try to pick it up yourself near the moving or stopped bus wheels.



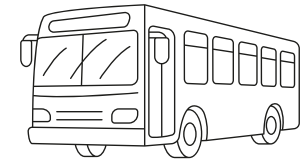
Boarding and Riding the Bus



1. **Board in an Orderly Manner:** Use the handrail and walk up the steps one at a time.
2. **Show Your Pass:** Have your **bus pass or ID** ready to show the driver – if required.
3. **Go to Your Seat:** Find an **empty seat** quickly and sit down. If the bus is full, ask the driver where you should sit.
4. **Stay Seated: Remain seated** at all times while the bus is moving. Do not move seats or stand up until the bus has stopped at your destination.
5. **Keep Aisles Clear:** Your **bags, feet, and belongings** must be kept **out of the aisle** so others can pass and in case of an emergency.
6. **Use Inside Voices:** Talk quietly. Shouting or loud noise is distracting to the driver and can be dangerous.



7. **Keep Hands and Feet to Yourself:** There should be **no pushing, hitting, or shoving**. Do not put your hands or head out of the bus windows.
8. **Respect the Bus:** Do not damage the seats or walls. Keep the bus **clean** by taking your litter home with you.
9. **Follow the Driver's Instructions:** The bus driver is in charge. **Always follow** the driver's directions immediately and respectfully.



Getting Off the Bus

1. **Prepare to Exit:** As the bus approaches your stop, **gather your belongings** and get ready to leave.
2. **Wait for the Stop:** Wait until the bus has **come to a complete stop** before standing up and moving toward the door.
3. **Exit Carefully:** Walk down the steps and use the handrail.
4. **Cross Safely (if necessary):** If you need to cross the road, take **five steps** away from the bus toward the curb and wait for the **driver's signal**. Look both ways to make sure traffic has stopped before you cross. **Never cross behind the bus.**
5. **Go Straight Home:** Once you are off the bus, go **straight home or to school**.



Remember: Your behaviour affects everyone's safety! Be responsible, respectful, and safe.