

Code of Conduct for Post 16 Students Travelling to College

We need your help and co-operation to make sure that everyone stays safe and travels in comfort. Please follow these simple rules. Failure to do so can result in a temporary or permanent ban from using the bus.

Keeping safe

- Queue sensibly for the bus, and stand well away from the edge of the road.
- Don't push or trip others.
- Don't try to open the doors of the bus yourself.
- Let other passengers get off before you get on.
- Get on and off in a sensible way so you don't hurt yourself or other people. Don't try to get back on the bus once you have got off.
- Be careful not to get coats, bags or scarves caught in the doors.
- If you need to cross the road once you have left the bus, wait till the bus has driven away so you can see other vehicles and their drivers can see you.
- Don't use a mobile phone or earphones while crossing the road.

On the bus

- Treat the driver with respect and follow their instructions.
- Stay in your seat and use the seatbelt if there is one.
- Don't distract the driver, except in an emergency.
- If you have to stand on a public bus don't stand forward of the driver or in the stairwell.
- Only use emergency exits if there is a genuine emergency or when told to by the driver.
- Don't eat, drink or smoke on the bus.
- Don't drop any litter.
- Don't use foul or abusive language or language which could offend others.
- Bullying of any kind will not be tolerated.
- Don't carry real or replica weapons.
- Don't throw things.
- Don't damage the vehicle. If it is damaged the police will be contacted and you will have to pay for the damage.
- If the bus breaks down or is in an accident, follow the driver's instructions and stay with the bus until another one arrives.
- Always try to set a good example for younger passengers.
- If you see others behaving inappropriately tell the driver or your college.

If your college has arranged your transport and you have been issued with a Devon County Council travel pass:

- Always carry your travel pass with you when you travel to and from college.
- Be ready to show your pass. If you can't show it, you may not be allowed to travel.
- Only use your pass to travel on the route it is for.
- Do not use anyone else's pass or let them use yours or it may be confiscated.
- Friends cannot travel home with you unless Devon County Council has given permission.
- If you lose your pass notify your college, or phone **0845 155 1019**.

Your pick-up point

- You are responsible for making sure that you get to the pick-up point safely.
- Arrive at the pick-up point five minutes before the bus is due. It runs to a timetable and can't wait if you're late.
- When you're waiting at the pick-up point do not go onto, or damage, private property.
- If a bus is late, only wait at the pick-up point for 20 minutes. Decide in advance what you will do if the bus doesn't arrive. This could be going home or going to a friend's house to arrange another way to get to college.
- If there is a storm or snow, listen to the local BBC radio station or phone your college for advice before setting out. If you make your own way to college in the morning because you're not sure if the bus is running, you must be prepared to make your own way home, if the weather is still bad.

For more information about college transport

Please contact **0845 155 1019** or visit www.devon.gov.uk/school_transport