



SCHOOL BUS SERVICE – CONDITIONS OF USE AND CODE OF CONDUCT 2018 – 2019

1. Places on the School Bus will be issued on a first-come first-serve basis. Please note that the service cannot be used on a one-off basis.
2. Payment for the service is charged on a termly basis and will be included on the school fees invoice. **One term's notice is required in writing for cancellation of this service.** Payment is non-refundable.
3. Instructions given to students by the bus driver **must** be carried out at all times. There is no teacher supervision.
4. Students should wait at home or agreed pick up points only.
5. Students must board and leave the bus in an orderly manner.
6. In the mornings, students should be ready for collection 5 minutes prior to the timetabled pick up time.
7. The bus will wait for a maximum of 3 minutes past the allotted time before continuing to the next pickup. The driver will not sound the horn or ring the home doorbell.
8. If a student is unwell and not attending school, the driver must be notified by the parent or guardian **before** the agreed pick up time.
9. The driver and school office must be informed by the parent or guardian in advance if a student will not be taking the School Bus home in the afternoon.
10. Students **must** be seated and wear seat belts fastened at all times.
11. Bad behaviour or bad language will not be permitted on the bus.
12. Refreshments are permitted on the bus within reason, but **no** chewing gum.
13. All rubbish must be cleared away when leaving the bus and not left on the floor or on/behind the seats.
14. Please endeavour to keep noise levels down and do not talk to or distract the driver while the bus is moving – except in emergency. If you are using electronic equipment please use headphones, as to not disturb the driver.
15. Students **must not** wilfully damage the vehicle or seats – such damage will be chargeable.
16. Unfortunately we **cannot** accommodate 'playdate' students with travel after school.
17. Failure to comply with the above Code of Conduct may result in the bus service being withdrawn after consultation with parents or guardians.
18. Please ensure your child is aware of and has understood these conditions of carriage.
- 19.

Signed: Print Name: Date: