

Wokingham Borough Council

School Bus Code of Conduct

You must have your bus pass every time you board the bus. The driver must be able to see it when requested.

If you do not have your bus pass, or it is broken, you will not be allowed to travel.



Board the bus carefully.

Do not push others.

Find a seat straight away and fasten your seat belt.

Your seat belt should be worn for the whole journey.



If the bus is late by more than 15 minutes, or does not arrive;

1. Call the bus company on the phone number shown on your bus pass.
2. Remain at the bus stop for a replacement bus.

The bus company and Wokingham Borough Council will make sure that students are collected. If you leave the bus stop and miss the bus, we will not be responsible for your transport.



Make sure you are at the bus stop at least 5 minutes before the bus is due to arrive.



Tell us immediately of any changes to your home address or telephone numbers.



If you give false information, this may result in free school transport being removed. We may also ask your parents/carers to pay back the cost of any transport that has been used.

Keep personal items with you at all times.

Remember to take all your personal items and any litter with you when you leave the vehicle.



Unacceptable behaviours will not be tolerated and may result in the suspension or removal of transport.

Examples of Unacceptable Behaviours

- Bullying (verbal or physical) towards other passengers or driver**
- Shout, use offensive language, throwing items, spitting or inappropriate gestures.
- Failure to follow instructions from the driver, or distracting the driver whilst the vehicle is moving.
- Eat or drink on the bus.
- Causing any damage to the vehicle. In the event a student is found to have caused damage, cost for repairs will be invoiced to parents / carers.
- Drug abuse or smoking any form of cigarette, including e-cigarettes or vapour cigarettes.
- Requests to be dropped off anywhere else, or for your friends to travel with you if they don't have a pass.

These are examples and any other behaviours will be investigated on an case by case basis.

What if I am being Bullied on the bus?

Tell your parents/ carers. They will then contact the school and a member of the CTU Team at Wokingham Borough Council on 0118 974 6000 immediately.

Bullying is taken very seriously, and we reserve the right to temporarily suspend or permanently remove students responsible for bullying from school transport.

