



St. Francis' College

Transport Policy

Introduction

The 'College' refers to all the staff and pupils of the Prep Department and Senior School which includes Early Years Foundation Stage (EYFS), Pre-Prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

Policy

In order to widen the availability of St. Francis' College to pupils in Bedfordshire, Cambridgeshire and Hertfordshire, a coach and minibus service operates, collecting and returning pupils from and to home. Part of this service is contracted out to private transport firms, currently Reg's Coaches and Eurocabs. The use of this service is at pupils' (and parents'/legal guardians') own risk. Other than the driver, no adult supervision is provided by the College and the drivers and respective coach firms have responsibility for the passengers in their vehicles, whereas the minibuses are College minibuses, driven by College staff.

It follows that in order to help the College maintain a high level of service, certain rules must be in place governing the behaviour and responsibilities of those pupil using the service. The intention is for pupil to travel safely and to enjoy the journey in the company of their friends.

Conditions of Use

- Pupils are only permitted on their designated coach, unless their parents, notified to the Bursar or in the absence of this, consent is obtained from the Head, have provided prior consent.
- Once on the appropriate coach, pupils must not get off prior to departure.
- Seats are not normally allocated to individuals, nor are pupils to regard a particular seat as "their seat". If pupils are not able to choose a seat sensibly, or quarrel over seats then they may be told to take a particular seat by an adult and must do so without argument. The College reserves the right if necessary for the maintenance of acceptable behaviour on the coach, to specify which seats individual pupils occupy. The first pupil on and last pupil off the minibuses must sit in one of the seats in the main body of the minibus and not in the front passenger seat.
- Coach registers are taken by the driver to enable any casual use to be billed and also to determine in the afternoons who has departed from College by coach. At this time, once taken, the afternoon registers are handed to the members of administration staff overseeing the departure of the coaches and taken to main Reception so that, should it be necessary, the names of those on each coach will be available. At the same time new pro forma registers are issued to the drivers for the following morning and afternoon runs.

- At College during the morning, Prep pupils are asked by their Form Teachers whether they will be on the coach in the afternoon and a list is forwarded by the Prep administrative staff to main Reception for use by the admin staff when the coach registers are completed prior to the afternoon run. This list is used by Prep Staff to accompany students to the appropriate bus. Senior pupils are responsible for their own use of the coaches.
- The coaches and minibuses leave promptly at 4.15pm, for prompt departure of the homeward journey. Pupils must be seated and ready to go at this time. Pupils must therefore go straight to their coach immediately after College finishes. In fairness to other pupils who are on time, the coaches will not wait for late pupils.
- On the coach pupils must behave in a way that does not jeopardise their own safety, the safety of others on the coach or the safety of other road users, pedestrians, etc. and also in a way that upholds the image and reputation of the College. The 'College Rules' apply on the Coaches, except for college uniform when an after college activity such as dance finishes too close to 4.15p.m. to give time to change back into uniform. Similar behaviour is expected of pupils whilst waiting for the coaches to arrive or depart. Boisterous behaviour is not permitted on the coach and noise levels must be kept down in order that the driver is not distracted during a journey.
- Pupils should be polite to the driver and other adults involved in the coach service and must comply with the instructions of the driver and other adults regarding safety and behaviour.
- Passengers must sit properly on the seats and wear a seat belt. The coach will not depart unless all passengers are seated and wearing a seat belt. Seat belts must not be undone, nor must passengers leave their seats during a journey until the coach has reached their stop. When the coach approaches the stop at which a pupil(s) intends to get off, their seat belt must not be released until the coach has parked.
- Any bags or college books etc must be securely stored in a way that does not obstruct the aisle or emergency exit(s). When leaving the coach pupils should take all their possessions and any rubbish with them.
- Obstruction of the windows with, for example, stickers or decorations is not permitted.
- Pupils must not leave the coach other than at their normal final destination (the College in the morning or usual stop in the afternoon) unless prior consent has been provided by their parents, notified to the Senior School or Prep Department Administrator as appropriate.
- Should a coach be delayed by traffic or any other reason beyond the control of the pupils and arrive at the College too late for registration, then the pupils should sign the 'late book' in the normal way and state the particular delay as the reason.
- The College cannot offer a personalised door-to-door service and consequently prescribed routes are followed, in the same way that a public bus service does. Pupils are expected to be at their appropriate bus stops on time and coaches will not wait for them. In the event of road obstructions or closures, coaches will complete as much of their route as possible, even if running late.
- Parents should appreciate that from time to time breaches of good conduct among the pupils may occur and that the pupil(s) responsible may be reported to the Head who will investigate the matter and take action if necessary. If a report of bad behaviour is upheld then, on the first occasion, the pupil(s) will be warned, on the second the parents will be informed and, on the

third, the pupil(s) may be barred from using the coach. In this instance, parents would have to find an alternative means for their daughter(s) to get to/from college. In the case of an allegation of very serious misbehaviour such as, for example, behaviour compromising the safety of the driver and other passengers, it may be necessary to suspend a pupil from the coach pending the outcome of an investigation. Furthermore, depending on the seriousness of the offence, additional action and/or sanction, as laid out in the College's Behaviour & Discipline Policy, may apply.

- Parents and/or pupils wishing to raise matters relating to pupil behaviour should do so with the Deputy Head.
- Parents and/or pupils should raise other concerns about coach transport with the Bursary and the matter will be investigated and, if necessary, in consultation with the Head, appropriate action taken.
- An urgent enquiry about the late arrival of a coach should be raised with the College Receptionist (01462 670511); the phone system's greeting then gives prompts to get through to Reception).
- Charges for the service are reviewed at least annually and will be notified separately.

Reviewed By:	Bursar
Authorised By:	Head
Effective From:	September 2022
Next Review Due:	September 2024