

Emergency/Adverse Weather Conditions

In the event of an emergency or adverse weather conditions, please listen to your local radio stations or BBC Sussex FM 95.3, 104.5 and 104.8 or visit www.westsussex.gov.uk or the school's own website to find out the latest news of school closure.

Replacement Bus/Rail Passes

N.B You will be charged for replacement passes.

Arriva	03448 004411
Brighton & Hove	01273 886200
Compass Travel	01903 690025
Emsworth & District	01243 378337
Heritage	08006 525251
Metrobus	01293 449191
Southdown PSV	01342 719619
Southern Railway	03451 272920
Sussex Coaches	01403 741976
theSussexBus.com	01444 246693
West Sussex County Council and Stagecoach	03302 225666

Lost Property

For lost property please contact the operator direct.



Useful Contacts

Transport Co-ordination Group

Telephone:

01243 753530

Email:

school.transport@westsussex.gov.uk

Website:

www.westsussex.gov.uk/schooltransport

Action Against Bullying Support Line:

0333 014 2904

If you would like a copy of this publication in another format (audio, Braille, large print, another language) please contact the Business Support Officer, West Sussex County Council, County Hall, West Street, Chichester, West Sussex PO19 1RQ.

Telephone: 01243 642105

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Home to School Travel

Guidance notes for parents, pupils and students



This leaflet is designed to give parents, pupils and students important and essential information and guidance for school transport.

Home to School Travel

All parties involved in home to school transport play an important part in helping to make the journey as pleasant as possible. This leaflet gives parents, pupils and students important information and guidance to ensure that everyone enjoys safe travel to and from school or college.

Guidelines for Pupils and Students

- Whilst travelling you should be considerate towards your fellow passengers, including members of the public, students and the driver.
- Common sense tells you how to behave in a safe and sensible manner.
- If you have any concerns about your welfare, such as bullying, please report it to the school immediately. All reports will be taken seriously and treated in strict confidence where possible.
- Please respect the driver and follow his/her instructions at all times.
- Please have respect for the vehicle. You will be held responsible for any vandalism or damage.
- Check that you have your bus/train pass.
- If you have lost or damaged your ticket, tell your parents or the school.

- Drivers do their best to run on time, so please be at the bus/train stop punctually.
- Tickets or passes should be shown on all journeys to ensure you have the right to travel.
- Make sure you know what to do if your transport does not arrive, e.g carry a mobile phone or change to call parents and school.
- Wait for the bus/train in an orderly manner, without disturbing others, away from the road or platform edge.
- Board carefully and find a seat quickly and quietly. If seat belts are fitted make sure you wear them.
- Where appointed, please follow the instructions of the bus prefect.
- Smoking, eating and drinking are forbidden.
- Bullying, throwing objects and vandalism are offences.
- Please do not drop litter.
- Make sure your bags and belongings do not block exits or gangways and are kept on laps or in luggage racks.
- Do not distract the driver with noisy behaviour.
- For your safety, wait until the vehicle has departed before crossing the road.
- Only cross railway lines at authorised crossing points.

Any cases of serious misbehaviour will be reported to the school and if necessary the police. Physical and verbal abuse are unacceptable. Young people are responsible for their own behaviour. Any incident may be recorded and, if necessary, action taken.

Guidelines for Parents/Carers

The operator has a statutory duty to ensure they are providing a safe journey and they will take reasonable steps to ensure the safety of the passengers, driver and other vehicles on the road.

- Please make sure your child understands the guidelines in this leaflet.
- If you have any concerns about the service provided or your child's journey, such as bullying, please report it to the school immediately. All reports will be taken seriously and treated in strict confidence where possible.
- Ensure your child has a valid pass. The operator has the right to check whether the child is entitled to travel.
- Make sure your child is at the pick up at least 5 minutes before the scheduled time.
- Make sure your child knows what to do if the bus is late or does not arrive.
- Encourage your child to act sensibly on or around the buses and trains. Remember, some stations and bus stops are unsupervised.
- Teach your child the safety rules about how to cross the road after leaving the bus.
- Remind your child of your own expectations about wearing seatbelts where fitted.
- If the vehicle is involved in an accident or breaks down and you go to the scene, only remove your child after notifying the driver.
- Please notify Transport Co-ordination Group of any changes to your circumstances and return tickets immediately if no longer required.

Please remind your child about respecting the property of others. You will be held financially responsible for any vandalism or damage caused by your child.

