

## STAMFORD ENDOWED SCHOOLS BUS SERVICE RULES

To support the safe and efficient provision of a school bus service

Parents, Guardians and Pupils are required to adhere to the following:

1. Pupils are to arrive at their designated bus stop 5 minutes before the stated time on the timetable, buses are unable to wait for late pupils.
2. Pupils are to behave sensibly at the bus stop.
3. Parents are asked not to leave their children unattended while waiting for the morning bus.
4. Pupils are to make sure they stand back from the approaching bus until it has stopped, keep away from bus wheels at all times even when the bus has come to a stop.
5. Seatbelts **must** be worn at all times when the bus is moving. All passengers must remain seated while a bus is in motion. Junior and Infant School pupils may not sit in the front two rows of the bus.
6. All bags and sports equipment should be stored safely in the luggage rack above or under the seat. Under no circumstances should bags be placed on seats or in the aisle. If bags are too large to be stored, ask the driver to stow in alternative safe area,
7. Pupils should not distract the driver except in an emergency whilst he/she is driving as this may result in lack of concentration.
8. Parents/Guardians meeting children from the afternoon bus should be at the bus stop in good time before the bus is due to arrive.
9. In the event of a pupil missing the return bus, please ensure that they are fully aware of what they should do. Pupils may wait in school until collected or alternative arrangements can be made to travel home. All contact details should be up to date at all times to include emergency phone numbers.
10. The bus will only be able to pick up children at our designated bus stops. We are not permitted to pick up or set down at any point other than the designated bus stops.
11. Please inform Stamford Endowed Schools Transport Department of any changes to travel arrangements well in advance. This includes changing days of travel, bus stop pick up or drop off point.
12. All pupils will be issued with a valid bus pass which should be carried on every journey and shown to the driver or any official from the Stamford Endowed Schools when boarding or alighting the bus. Lost or damaged passes should be reported to the Transport Department on 01780 750043 immediately. There will be a charge of £5 for a replacement bus pass.
13. Calls regarding lost property or lateness of the bus should be made the Transport Department on 01780 750043 or directly to the bus services provider.
14. Food and drink must not be consumed on the bus.
15. If you would like a friend to travel on the bus who does not normally use your route, please notify Mr Ansell via email at [gansell@ses.lincs.sch.uk](mailto:gansell@ses.lincs.sch.uk) in advance of the day in question to ensure there is a spare seat. The charge for this will added on to the pupils account at the end of term.
16. Any pupil seated on the bus either without a valid Bus Pass or not having paid will be instructed to provide a name and address so that parents can be informed and invoiced.
17. Parents and pupils may not negotiate with the bus Hire Company or driver any pick up or drop off point other than those designated by SES.

## TERMS AND CONDITIONS FOR USE OF THE SCHOOL BUS SERVICE

1. The terms and conditions of the school bus service are deemed to have been accepted when a place on one of the school buses has been accepted.
2. SES does not provide direct supervision of pupils on these buses and does not accept any responsibility for the conduct of pupils, or other individuals, or any liability in connection with such pupils or individuals, or any other activities or events which may occur during the transportation of pupils to and from the Schools.
3. In addition, such responsibility or liability does not arise in other parts of the School journey, including without limitation: when children are waiting for buses in or around the home environment; when alighting from buses outside school premises; and when waiting for buses to collect pupils at the end of the School day outside School premises.
4. SES' responsibility is therefore limited to the organisation (in liaison with the respective contracted Bus Company) of the timetables of bus journeys, the collection and payment of charges for such services and the distribution of information relating thereto.
5. The bus pass is valid as per the expiry date on the bus pass. Please note a term's notice is required to cancel or amend a place, which must be made in writing accompanied by the return of the bus pass, to the Transport Supervisor, Mr Ansell. Payment will be due up until the Stamford Endowed Schools receives the pass. The bus pass remains the property of Stamford Endowed Schools. The termly charge for the bus service will vary according to the number of days in each term.
6. Once a place on the bus service has been confirmed the place will be considered to be required for the whole of the child's time at Stamford Endowed Schools.
7. Places on the bus service will be assigned on a first come first served basis. Once the seating allocation for the bus is reached, pupils will then be placed on a waiting list until a seat becomes available.
8. Stamford Endowed Schools reserve the right to refuse travel to a pupil as a result of a breach of the rules laid down in these terms and conditions.
9. Whilst every effort is made to ensure the safety of passengers, should an accident occur as the result of that passengers breach of the safety rules, the Stamford Endowed Schools cannot be held responsible.
10. Should damage occur to any of the buses or fittings as the result of a pupil's breach of the rules, the parents or guardian of that pupil will be required to compensate financially the owner of the bus.
11. Lost property left in the bus will be returned where possible. The Stamford Endowed Schools shall not be responsible for the loss of items claimed to be left on the bus
12. Bus passes, are not transferable in any way.
13. The Stamford Endowed Schools reserve the right to alter timetables or routing or curtail services when circumstances prove necessary.
14. Fares will not vary during the academic year.
15. Minimum age restrictions for travelling on the SES bus service are as follows;
  - Year 6 and above can travel on their own.
  - Year 5&4 will be authorised to travel on the bus as long as they have a sibling in Year 7, or above travelling with them.
16. All pupils travelling on buses are encouraged to carry a mobile phone.
17. If a child misses their bus stop on the journey home, they are to notify the driver as soon as possible. If the driver is unable to return to the stop, the

driver will ask the child to contact their parents immediately to let them know they have missed their stop. The driver will ask to speak to the parent, to ask them if they wish for their child to be dropped off at the next bus stop, or return on the bus to the coach company depot to be picked up.

18. Parents whose child goes to the Stamford Junior School who wish to use the SES bus service must ensure that the SJS are informed and of the travelling times and dates and any changes made to these times.