

# Lanes

## COACHES

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EXECUTIVE HIRE FOR ALL YOUR COACHING NEEDS

96 Jeans Way  
Dunstable  
Bedfordshire LU5 4PP

Freephone 0800542 4827  
Fax: 01582 604331

E-Mail [info@lanescoaches.com](mailto:info@lanescoaches.com)

### SJPS School Coach – Code of Conduct

#### Key points:

1. All ticketing queries are to be made directly to **Lanes Coaches**. Payment must be made to Lanes Coaches in advance or as agreed. The school and Lanes should be notified when children do not travel when booked on or are on as a one off journey. Teachers looking for children who have gone home in other ways delays the departure of the bus.
2. The coach is considered an extension of school and therefore the rules that are in place at school also apply on the coach. For example, any toys banned from school are not permitted on the coach.
3. The coach escort will report all discipline issues that arise on the coach to the school. The Leadership Team will then decide what the consequences of the behaviour should be.
4. 48 hours' notice is required for any changes to use of the coach and should be communicated to BOTH Lanes Coaches and SJPS. This will ensure there are sufficient seats on the coach and if applicable to be able to offer spaces to children on the waiting list. This includes use of the 10-ticket pass.
5. In the morning, for security purposes, the School provides an escort to assist walking the children from the coach across JFS car park to the school playground.

#### Pupils' Behaviour

1. Pupils **must wear their seatbelts at all times** during the journeys to and from school. They must be properly fastened and if a shoulder strap belt is included this must be positioned correctly. Pupils must not get out of the seats until the coach has stopped at its destination. This is for the safety of all the pupils on the coach.
2. Pupils **may not eat or drink on the coach**. Any after-school snack should be eaten whilst waiting for all pupils to register with the escort and before leaving school; all waste should be placed in the bin. Exceptions are made in extremely hot weather in that pupils are allowed to drink water on the coach.
3. Pupils should talk quietly to the person with whom they are sitting; they should not shout at pupils in other parts of the coach nor should they hang out of their seats to talk to other pupils.
4. Pupils must not throw items around the coach. This is very dangerous and has to be avoided for everybody's safety and security.
5. Pupils must not shout at, swear at or answer back the escort or the driver. **The escort and driver must be treated with respect and their instructions followed as these are for the pupils' safety and well being.**

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6. If a pupil is not getting on with another pupil during a journey, the pupil should ask the escort to seat them elsewhere. The pupil may not move themselves, without permission, and nor should they get into an argument either with another pupil or the passenger assistant.
7. If a child is unhappy with something that has happened on the coach they should discuss it with their teacher or with the parent/guardian when they return home.
8. If a pupil does not abide by the above rules and regulations related to behaviour the parent/guardian will be contacted a maximum of 3 times in a half term period. Any subsequent behavioural issues will result in exclusion from the coach for a fixed period.
9. Any decision made by Lanes Coaches regarding pupil's behaviour and use of the coach is final.

### **Parents/Guardians' Behaviour**

1. Parents/Guardians must telephone the school, in the morning, if their child(ren) is/are to be on/off the coach that day whatever the reason and must do so on each day that their child(ren) is/are to be on/off the coach. This includes the use of the 10-ticket pass.
2. For those parents/guardians who have the telephone number of the escort, they should not telephone the escort unless an emergency arises when the pupils are on the coach.
3. Parents/guardians should not ask the child(ren) to call them using the escort's mobile phone.
4. If a child is upset by an incident on the coach the parents/guardians should not confront other parents at the bus stop or the coach escort but should contact the school to discuss the matter.
5. If the escort informs the parent/guardian that their child(ren) has done something, the parent/guardian should not argue with the escort but accept that a problem has arisen.
6. The safety of the children at the bus stops in either the morning or are afternoon are the responsibility of the individual parent/Guardian
7. **Any decision made by Lanes Coaches regarding pupil's behaviour and use of the coach is final.**

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### **Morning Coach Stops**

1. The coaches will only stop to collect/drop off pupils at the stops designated by the coach company. Parents/Guardians will not request coach companies, drivers or passenger assistants to collect/drop off their child(ren) other than at the designated stops.
2. Parents/Guardians will not park their cars at the designated stops so as to prevent the driver from parking or leaving the designated stop on time.
3. Parents/Guardians will not park their cars across residents' driveways, thus preventing them to enter or exit their property.
4. Parents/Guardians will ensure that pupils line up at the designated stops in the morning to wait for the coach and do not wait in the road or try to push their way onto the coach. The safety of the children at the bus stops are the responsibility of the individual parents not the designated parent helpers at each bus stop.
5. Parents are not permitted to board the coach.

### **Arrival at JFS Car Park**

1. Pupils will remain in their seats until told by the escort that it is safe to take off their seat belts and get up.
2. Pupils will line up to get off the coach and will not push or shove each other to try to get off first.
3. As pupils get off the coach, they must line up in two's, quietly and wait for instructions when to move off. Pupils will only cross the car park when told to do so and will walk, and not run, into school.
4. Pupils may not run ahead of the adult(s) meeting the coach.

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### **Leaving School in the Afternoon**

1. Pupils should leave their classrooms as quickly as possible and wait in the designated area until the coach passenger assistants arrive and register the children. They may eat a kosher snack and have a drink while they wait. Children must not run off to play football or use the school equipment during this period.
2. Pupils must follow the security/passenger assistant's instructions and walk calmly across the JFS car park and will not run or walk ahead of/lag behind security and/or the passenger assistant.
3. Pupils must line up to board the coach and must not push or shove other pupils in order to get on the coach.
4. Pupils must take their seats and put their seatbelts on as quickly and quietly as possible so that the escort can count heads to check everyone is on the coach and the driver can leave the car park as soon as possible.

### **Collecting Child(ren) from Afternoon Coach Stop**

1. ParentGuardians must be on time to meet the coach when it arrives at the designated stop. If a parent is running late, they must arrange for another parent to collect their child(ren).
2. The coach company will not hold up their journey waiting with pupils for Parents/Guardians to arrive. Any pupils who have not been collected when the coach is ready to leave will remain on the coach and continue to the subsequent designated stops.
3. If any pupil has still not been collected by the time the coach reaches its final designated stop every effort will be made to contact a parent and as a last resort will be considered to have been abandoned by the parents/guardians and taken by the coach company to the local police station.

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To be completed by all those using the bus. Whether regular travellers or casual users.

We agree (Parents/Guardians and pupils) to abide by the coach rules.

Child Name \_\_\_\_\_

Class \_\_\_\_\_

Child Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete and return to Lanes Coaches :-

By E mail to [info@lanescoaches.com](mailto:info@lanescoaches.com) (Print/scan/send)

or

By post to Lanes Coaches, 96 Jeans Way, Dunstable, Beds, LU5 4PP

or

Hand to Bus chaperone