

West Sussex County Council  
Code of conduct for Closed Door School Services

To ensure that all students can travel safely to and from school, students must only travel on their allocated route and always have their pass with them. If a pass has not yet been issued, the student will need to show the driver the allocation letter received from WSCC confirming their place on the bus route.

Checks are regularly carried out and any student attempting to travel on a route other than their own will be refused travel.

For insurance and health and safety regulations, only students who hold a valid pass are permitted to travel on each service. It is, therefore, not possible for any ad hoc travel by friends of students, who may wish to travel home with them either at the end of the school day, or into school in the morning.

We want to do all we can to ensure that the school transport service is safe and reliable. This means that every student must play their part, understanding how they should behave and what might happen if they behave badly.

Whilst waiting for the school bus we expect students to:

- Keep away from the kerb.
- Not mess about on the pavement
- Not smoke, vape, or drop litter and
- Respect others personal property and not block accesses of nearby houses.

Whilst using the bus we expect them to:

- Always carry their bus pass.
- Only travel on the coach that they have a pass for.
- Remain seated except when getting on and off the bus.
- Wear the seat belt (if fitted).
- Sit and talk quietly and not shout, swear, or play music loudly.
- Not tamper with any emergency doors.
- Not eat, drink, smoke, vape or drop litter.
- Not cause any damage to the bus and
- Not do anything that might distract the driver or put the bus or other road users/pedestrians at risk.

Should a student break any of the rules above, a sanction could be applied by the school and their entitlement to transport may also be withdrawn for a period of time, leaving parent/carers with the responsibility to get their child to and from school.