



Transport Code of Conduct for Students

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| Line Manager Responsible | Claire Conroy |
| Policy Creator | Claire Conroy |
| Approved by | Gillian May |

A good standard of behaviour is expected of students at all times when travelling on our service. BCA's Code of Conduct applies to ALL students whilst using ANY of the college transport.

In signing this Code of Conduct you agree to be at the bus stop 10 minutes before the stated pick up time.

There will be a charge of £5 for a replacement pass, if lost.

For your own safety you are reminded:

- Keep your bus pass with you when travelling
- A valid bus pass must be shown to BCA staff at the gate or to the driver when requested
- Keep your belongings with you and not obstruct the gangways or exits
- Do not smoke, drink or eat on the coach
- Abusive language will not be tolerated
- Remove all your litter when you leave the coach
- Refrain from making excessive noise
- Only play music using personal headphones
- Do not speak to or distract the driver except in an emergency or when the vehicle is stationary
- Remain seated until the coach has stopped when getting off or instructed otherwise by the driver
- Do not put arms, heads or any other items out the windows
- Do not throw any items from the coach
- Know what to do if the coach is late or does not arrive
- Queue sensibly and away from the road whilst waiting for the coach
- Do not rush or push and be seated immediately
- Wear seat belts, where fitted
- Take all your belongings with you on leaving and do not try to return onto the coach if moving
- Allow the coach to move away before attempting to cross the road. Use pedestrian crossings where possible
- Follow the driver's or escort's instructions if the vehicle breaks down or is involved in an accident
- Costs related to any damage made to any of the buses will be the responsibility of the student(s) involved.

I confirm that I have read and understood the Terms and Conditions of travel listed above and agree to comply with them when travelling on all college transport.

Signed:

Print name:

Date:

Pass Number: