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# DESC Student Transport Services

## Code of Conduct

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This Code of Conduct has been written to ensure that both Bus Users and Staff are safe and happy whilst travelling on the bus to and from the College. All students are to adhere to the usual DESC protocols whilst on the bus, however, this document highlights those specific to the use of student transport.

Please read this document thoroughly and ensure that your child is aware of the protocols we expect of all bus users at DESC.

### Health and Safety

The Health and Safety of our staff and students is of the utmost importance. Therefore, students must follow all Health and Safety protocols carefully and report any concerns they may have.

- Students must follow the instructions of the Bus Guardians at all times.
- Students must wear their safety seat belts at all times when seated.
- Students must sit in their allocated seat.
- Under no circumstances must any student move from their seat when the bus is in motion. Students must wait until the bus has completely stopped before attempting to get off the bus. This includes when collecting personal belongings from the overhead shelves.
- The windows of the bus should remain closed.
- All students must adhere to the 'stop' signs used by drivers and remain on the pavement until the Bus Guardian tells them it is safe to get onto the bus.
- Students must walk to the bus in an appropriate manner. Students should not run for the bus or step out in front of a bus, even when that bus is stationary.

### Etiquette

Whilst on the bus, students are representing the College and therefore must behave appropriately as they would do during the school day.

- Bus Guardians are tasked to ensure the safety and discipline of all students whilst using the bus service. Students must follow all instructions given by the Bus Guardians.
- Students must be courteous and respectful to drivers, Bus Guardians, and other passengers.
- Cold food and beverages are permitted on the bus, however students must ensure no litter is left on the bus and use the bin provided.

- In cases where poor behaviour is reported, the DESC House Teams will investigate and sanction following the DESC Behaviour Policy. We have the right to remove students from the Bus Service for a specific number of days if we feel their behaviour is unacceptable and not improving.
- If a student's behaviour is deemed highly unacceptable and/or there is a serious breach of health and safety, then it is at our discretion to terminate your Student Transport Contract immediately.
- Any student caught vandalising or deliberately damaging any part of the bus will have their contract terminated and their parents will be invoiced for any repair works.

### **Personal Belongings**

- All bags must be stored in either the overhead stowage or in the footwell. All personal items and devices taken onto the bus are solely the responsibility of the student. The College nor Maverick can be held accountable for any loss or damage.
- Any lost property found at the end of a journey will be handed to the Bus Coordinator. Items which include student names will be returned, items without will be taken to the DESC Lost Property bins outside the Auditorium.
- Students are not to bring any flammable or harmful items onto the bus.

### **Reporting an issue**

If you would like to discuss any questions or issues you have regarding the bus service, please see Mrs Coetzee (DESC Bus Coordinator). Her office is located upstairs in F Block.