

Leigh Academy Rainham

Bus Code of Conduct

Version	1
Policy Status	
Date of Issue	June 2025
Date to be Revised	July 2026

Sections

1. Introductory statement	2
2. Roles and Responsibilities	2
2.1 Students:	2
2.2 Parent/ Carers:	2
2.3 Bus Operators and staff:	3
2.4 The Academy:	3
3. Consequences for Poor Conduct	3
Dangerous behaviour	4

1. Introductory statement

This Code of Conduct sets out the standards that Leigh Academy Rainham expects our young people to meet when they are using public buses to and from the academy. The purpose of this Code of Conduct is to provide a framework to support Students to manage their own behaviour and create a safe environment to travel for everyone.

It also outlines the role that students, parents/carers, the academy and bus operators play to ensure that bus travel is safe and welcoming for all passengers. Parent/Carers who have concerns regarding the bus service or wish to make a complaint should contact Arriva directly on 01634 283603/283605

2. Roles and Responsibilities

2.1 Students:

- You must arrive for the bus punctually with a valid bus pass or fare
- Act in a responsible manner when waiting for the bus to arrive – do not stand in an unsafe place. Do not engage in any behaviour that could affect the reputation of the Academy.
- Show your bus pass to the driver when asked
- Occupy seats (on both the lower and upper decks) before standing. Standing passengers must do so safely, rearward of the driver's cab and must not distract the driver. Bags and equipment must not be placed on seats.
- Remain seated during the journey and do not inconvenience other passengers
- Comply with all instructions from the driver, especially in an emergency
- Disembark safely and cross roads with care
- Be courteous to other passengers
- Do not use foul language, or behave in a disruptive way towards your peers and/or members of the public
- Do not throw food or any other object within the bus or out of bus windows

2.2 Parent/ Carers:

- Ensure your child is ready for the transport at the correct time
- Ensure your child has a valid bus pass or relevant fare
- Cooperate with bus operators in responding to incidents of inappropriate behaviour
- Remind your child of the requirements of the Code of Conduct and the need for them to behave in a courteous, safe and responsible manner
- Ensure that your child is aware of what to do if they lose their bus pass or the bus fails to operate

2.3 Bus Operators and staff:

- Act in a professional manner
- Drive safely and considerately
- Check all bus passes on every journey and only allow those students to travel who hold a valid bus pass or appropriate fare
- Never leave a pupil stranded away from home
- Report all incidents of misbehaviour to Leigh Academy Rainham

2.4 The Academy:

- Respond to concerns and complaints regarding school transport in conjunction with bus companies and parent/carers
- Regularly raise school transport issues with students in assemblies and events

3. Consequences for Poor Conduct

The Academy by law is allowed to impose sanctions upon students in response to non-criminal behaviour which is witnessed by a member of staff or is reported to the Academy. This includes any misbehaviour when the pupil is:

- Taking part in any Academy organised or Academy related activity
- Travelling to or from the Academy
- Wearing Academy uniform, in whole or part
- In some other way identifiable as a pupil at the Academy or misbehaviour at any time, whether or not the conditions above apply,
- That could have repercussions for the orderly running of the Academy
- Pose a threat to another pupil or member of the public
- Could adversely affect the reputation of the Academy

Therefore, students will be disciplined by the Academy for their behaviour on the bus. The Academy will also work alongside the Bus Company and police if necessary.

Behaviours that will incur Academy sanctions include:

- Failing to respond appropriately to the driver or inspector; such as refusing to show the ticket or relevant bus pass
- Eating or drinking on the vehicle, including throwing food and drink
- Smoking
- Littering
- Spitting
- Using foul or abusive language
- Making excessive noise
- Putting feet up on the seats
- Standing on the vehicle steps or in the doorway
- Leaning out of the window or door
- Harassing or verbally abusing other passengers or the driver
- Intimidation
- Purposeful physical interaction with other passengers
- Bullying
- Running around inside the vehicle or climbing on seats

Dangerous behaviour

The Academy will work alongside the Bus Company and Police to resolve the following:

- Fighting
- Threatening physical violence to other passengers or the driver
- Throwing objects around or out of the vehicle
- Breaking windows

- Interfering with the operation of the doors or emergency exit
- Graffiti, including etching glass
- Spraying aerosols
- Damage to seats, seatbelts or other equipment

For further information please refer to the Academy Behaviour Policy.