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Enabling transformation through the power of education

## **SCHOOL BUS SERVICE TERMS AND CONDITIONS OF TRAVEL 2025-2026 FOR PARENTS AND PUPILS**

### **1.0 General Terms and Conditions for Parents**

1.1 Under the terms of the contract between WSF and Zeelo, all drivers will have undergone the same level of safeguarding checks as WSF conducts for its own staff and will be properly qualified for driving the school buses. The vehicles used will also be compliant with all relevant regulatory requirements including safety checks.

Neither WSF, Zeelo nor the bus provider is responsible for, nor accepts liability for:

1.2

- a) Any loss, damage or injury to a passenger entering or leaving the vehicle or leaving their seat whilst the vehicle is in motion.
- b) The loss or damage of luggage where the bus provider has taken all reasonable care of the items, although insurance is in place to cover any such loss or damage where negligence can be demonstrated.

1.3 The bus providers are asked to take care of lost property and return it to WSF / the pupil (via the bus driver) or the relevant School for return to its rightful owner without charging for the storage or return of the items.

1.4 The bus provider reserves the right to apply a charge towards the costs of cleaning any vehicle soiled because of any passenger consuming alcohol, smoking or using drugs, which WSF understands are strictly prohibited – or if a student has damaged a vehicle.

- 1.5 Parents are reminded that they should never try to pull in front of any of the SBS coaches to catch them up if they are running late. Buses are fitted with CCTV and on the public highway this is treated as a driving offence - the bus drivers have been instructed to contact the Police immediately. Any parents found to have committed such an offence, will be referred to the Foundation's Health, Safety & Security Manager, Transport Committee, and senior academic teams for further consideration. Such breaches which risk the safety of all the pupils on the bus, may result in the family being removed from the SBS.
- 1.6 The driver is not permitted to allow passengers to get on or off when the vehicle is in motion, held up in traffic or stationary at traffic lights. At bus stations and designated stops, passengers cannot be picked up once the driver has signalled their intention for the vehicle to leave the stop.
- 1.7 Prior to the use of this service all parents/guardians should read these terms and conditions with their child and ensure that the conditions of this service are understood by the child before utilization of the service commences.
- 1.8 Utilization of this service constitutes acceptance of all terms and conditions set out herein.

## **2.0 Drop off and Pick Up**

- 2.1 It is the responsibility of the parent/guardian (or anyone they have arranged to take their child/ren to the bus stop) to ensure:
  - (a) that child/ren reach the bus stop safely **at least five minutes before the designated bus departure time**; this is to make allowance for differences between family clocks / iPhones / car clocks etc
  - (b) that the child/ren have with them their school Bus ticket (see 3.3, 3.4 and 3.5 below)
  - (c) **Warwick Junior School & Warwick Preparatory School only**
    - that they **remain with their child(ren) at the bus stop in the morning**, until they are safely onboarding the bus. Other older pupils are not able to act 'in loco parentis' – it must be the child's parent/guardian/representative.
    - that they are at the designated pick-up point at least five minutes before the designated bus arrival time to collect their child/ren from the bus. Buses do not remain at stops waiting for parents – if young children inform the drivers that their parents are not waiting for them then the child will be brought back to school and handed over to the senior academic team, to contact parents / make arrangements to collect from school.
- 2.2 Parents/guardians are responsible for doing all they can to ensure the standard of pupil behaviour always matches that which is expected in the school, that pupils:

- (a) behave responsibly at drop off/pick up point including respect of another person's property.
- (b) Avoid physical contact
- (c) do not approach the bus until it has stopped moving.
- (d) do not push or shove others at any time.
- (e) stand well back from the kerb whilst waiting for the bus.
- (f) do not open or close luggage lockers themselves – only bus drivers may conduct this task at their discretion.
- (g) do not cross the road behind or in front of the bus unless using a designated pedestrian crossing – always wait until the bus has departed and you have a clear view of the road

### **3.0 Pupil Behaviour on Journeys**

- 3.1 WSF expects all pupils to abide by the same standards of behaviour / conduct, as they do within the school's various premises. For further clarification, please ensure you read all School communications in this regard and if necessary, the Expulsion, Removal & Review Policy.
- 3.2 WSF does not provide supervisors for each journey. Parents/guardians are expected to support the bus drivers and the schools in ensuring pupils respect the requirements of them during journeys as laid out below.
- 3.3 Pupils must always carry a valid bus ticket (QR Code) when using the School Bus Service.
- 3.4 If a pupil does not present and a valid School Bus Service ticket (QR Code) to the driver when boarding the coach, the driver can manually board the pupil by giving their name, if they can't prove this the driver has the right to refuse the pupil entry on to the coach.
- 3.5 Pupils will be required to present and/or scan their pass.
- 3.6 When boarding and during the journeys, pupils are responsible for and expected to:
  - (a) Avoid physical contact
  - (b) Fill the coach sitting on seats marked for use only
  - (c) Treat transport staff with respect and to follow instructions by the operator such as notices on which seats to use.

- (d) to stay seated and always wear their seat belts during the journey and never to move around the vehicle when it is moving.
- (e) never to get on or off the bus before it stops moving.
- (f) to have their SBS QR code available always for inspection.
- (g) to do as the driver asks them.
- (h) not to distract the driver.
- (i) to respect children of all ages who are using the bus including not to use inappropriate or crude language or to swear.
- (j) to allow younger children to sit at the front of the bus
- (k) not to lean out of the windows.
- (l) not to throw anything in the vehicle.
- (m) not to store items such as bags or clothing on to seats upon boarding the coach. Adequate storage for most items is available overhead or under-seat. Larger items can be stored in the under-storage area of the coach at the coach driver's discretion.
- (n) Allow the driver to alight the vehicle before pupils alight or disembark the vehicle

3.7 Any pupil who fails to meet the above standards of behaviour will be:

- (a) referred to the Pastoral Team the first time they are reported for misbehaviour – oral warning.
- (b) referred to the Pastoral Team the second time they are reported for misbehaviour – written warning.
- (c) barred from using the school bus service the third time they are reported for misbehaviour – Pastoral Team support.

3.8 Smoking and the consumption of drugs or alcohol is strictly forbidden on the school buses, regardless of the legal ages that apply to pupils. The school's general policy regarding to smoking, drugs and alcohol will apply to any pupil found with such items, even if they are not consuming them at the time.

3.9 Drivers are asked to ensure the safety of pupils as far as possible, including not asking them to disembark anywhere other than at the schools or their usual home drop off point. In the event of profoundly serious situations with pupil behaviour, drivers have the right to seek assistance from the Police, including diverting to travel to the nearest Police Station.

#### **4.0 Incidents**

4.1 All drivers will have received instruction and guidance on procedures to be followed in emergency situations e.g. illness, road traffic accidents, breakdown, or fire.

4.2 In the event of Vehicle breakdown or accident:

- a) The Driver shall instruct the Pupils to remain in the Vehicle if it is safe to do so and request a replacement Vehicle from the bus provider. The Driver shall notify Zeelo immediately and if appropriate, also contact the Police.
  - b) If it is unsafe for the Pupils to remain in the Vehicle, then the Driver shall ensure Pupils remain together in one group in a safe place off the road.
  - c) The Driver will remain with the Vehicle and Pupils unless the Driver must leave the area to communicate with the bus provider, Zeelo or the Police. In this event, a Pupil aged sixteen or above may be left in charge of the Vehicle and Pupils whilst the Driver summons help.
  - d) If the journey has been halted within walking distance of a drop off point or other Pupil destination, the Driver will only allow the pupils to continue on foot if it is safe for him/her to escort the entire group for the remaining distance. Drivers are expected to be particularly cautious if visibility is poor.
- 4.3 Where the journey cannot continue in accordance with the Timetable, alternative transport will be arranged.
- 4.4 In the case of any accident or 'near miss,' WSF, Zeelo and/or the bus provider will follow all due processes for investigating and recording the incident and any action taken.