

HEART OF ENGLAND SCHOOL TRANSPORT APPLICATION FORM

Bus Service Number	
First Name	
Surname	
Date of Birth	
Home Address	
	Post Code
Contact Tel. Number	
School Year e.g. Year 7	

I certify that I have read the code of conduct for pupils travelling by bus and understand that any breach in this code of conduct may result in the withdrawal of their travel pass.

I further certify that I have read the Covid-19 Safety Rules regarding travel and understand that any breach of these rules may result in the withdrawal of their travel pass.

My child has read the conditions of travel and agrees to abide by them.

Parent's Signature		Date

Pupil's Signature		Date

Disciplinary Procedures following Breach of the Code of Conduct or failure to comply with Covid-19 Safety Rules:

Following report of an incident of unacceptable behaviour or such behaviour that contravenes the School transport code of conduct, or Covid-19 safety rules the incident will be investigated. If we find there has been a breach of the code of conduct or Covid-19 safety rules, we will contact parents/carers to inform them what has happened and the action we are taking. Depending on the seriousness of the incident, and the history of any previous incidents the pupil has been involved in, the course of action may be:

1. Warning letter
2. Final warning letter
3. Suspension or ban from School transport

In the event of a suspension or ban it will be the parent/carer's responsibility to take their child to and from School. The contractor and School will be informed of the action taken so that they can ensure that any suspension or ban is upheld. There will be no refund provided.

HEART OF ENGLAND SCHOOL TRANSPORT CODE OF CONDUCT

These guidelines are produced to ensure pupils travel between home and School safely and reliably.

At The Bus Stop

- Always arrive in good time.
- You should wait on the pavement, in a safe position well back from the road and at a 2-metre social distance from fellow passengers. You must behave sensibly without upsetting local residents or endangering other pedestrians and traffic.
- Do not go near the vehicle until it has stopped.
- Do not push to get on the bus
- If the bus does not arrive then the school should be informed as soon as possible to enable it to contact the bus provider. The school telephone number is 01676 535222

On The Bus

- Have your bus pass ready and show your pass to the driver when you board. Please note that School bus passes are solely for the use of the pupil whose name appears on the pass.
- Find your seat quickly. You must wear your seatbelt.
- You must listen to the driver and follow any safety instructions. The driver's job is to drive the bus safely, so it is important that you observe the highest standards of behaviour whilst on board the bus and follow any safety instructions issued by the driver.
- Do not move about the bus except when it has stopped.
- You must not misbehave or otherwise distract the driver. This is dangerous. Should you need to say something important to the driver please wait until it is safe to do so.
- Report any incident or accident to the driver when safe to do so, preferably when the vehicle has stopped.
- You must not eat or drink on the bus. Take any litter off the bus with you.
- Do not damage or leave graffiti on the vehicle, spit, or interfere with emergency doors, safety belt fastenings or window fittings. Your parents will be charged for any damage which you cause.
- Please remain courteous and respectful at all times to the driver and to your fellow passengers and do not use bad language.
- Keep the gangway and emergency doors clear so that other people can leave the vehicle safely.
- If there is an accident or breakdown, stay calm and quiet and follow the driver's instructions.

At Your Destination

- You must not try to get off the bus until it has stopped.
- You must make sure that you have all your belongings, such as bags, coats and litter, as you leave the vehicle. If you have forgotten something you should contact the bus company.
- Do not attempt to cross the road until the bus has driven away. You must be able to see clearly both ways. Where possible, use a pedestrian crossing.
- Remember – be polite and courteous at all times.
- Unacceptable behaviour will not be tolerated and action will be taken if you do not follow these guidelines.

The School reserves the right to suspend or disallow the right of an individual to use the bus service. Your parent or carer will then be responsible for transporting you to School.

Parents/Carers

- Please ensure that your child arrives at the bus stop safely and in good time. If your child is unaccompanied please ensure they follow a safe route to the bus stop and that they know the safest crossing places.
- Please ensure that your child has their bus pass with them.
- Your child has been allocated a particular vehicle and seat. It is important that they travel on board their allocated bus and in their allocated seat. It is important that the School and bus operator knows who is on the vehicle in case of accident or emergency.
- Please make your child aware of the dangers of behaving in a disorderly way. Please ask them to act sensibly whilst on the vehicle and at the bus stop, for their own and others' safety.
- Make sure your child knows what to do if the bus is late or does not arrive.
- Please encourage your child to be respectful and courteous to the driver and follow any instructions he or she may give. Please encourage them, also, to remain seated at all times and wear a seat belt. The driver's primary function is to transport children from home to School safely. They may not be able to do this if children misbehave on the vehicle. Please Note – parents will be held responsible for any vandalism by their child.
- Please note that School bus passes are not transferable and are solely for the use of the pupil whose name appears on the pass.

If you have any concerns about school transport contact Mr Andrew Livingstone, Senior Assistant Principal at Heart of England School.

HEART OF ENGLAND SCHOOL TRANSPORT COVID-19 SAFETY RULES

The following rules must be observed to prevent and minimise the spread of the virus:

- Children must not board the bus if they, or a member of their household, have symptoms of coronavirus Covid-19.
- If a child develops symptoms whilst at school they will be sent home. They must not travel on the bus. Parents should have contingency arrangements.
- Children must clean their hands straight before and straight after their journey by hand washing or using hand sanitiser.
- Children should wear a face covering while travelling on the bus. Some children will have a medical exemption and others may forget or lose their face covering. No child will be refused entry onto a bus or required to prove their exemption.
- Children should ensure good respiratory hygiene – 'catch it, kill it, bin it'. Carry and use a tissue to catch a cough or sneeze and dispose safely, as soon as possible.
- Children must remain in their allocated seat and not move seats or move around the bus during their journey.
- Children must not shout or sing.

HEART OF ENGLAND SCHOOL TRANSPORT PAYMENT DETAILS

The tariff for a school bus pass for the Autumn 2020 Term has now been confirmed as **£115** in line with previous costs. (Please note that this has been possible as the school has been able to access government Covid-relief funding through Solihull Local Authority to be able to offer this discounted rate. This funding has currently been confirmed for the Autumn 2020 term only. With the pass already discounted at £115, no additional financial assistance will be available for the Autumn 2020 term).

Prices for the Spring and Summer terms will be published following the completion of our competitive tendering process and take account of any further Covid-relief funding that may be available.

Pay Methods:

Payment of £115 can be made by BACS payment using the following bank details:

Bank:	Lloyds Bank Plc
Account Name:	Heart of England School Fund Account
Sort Code:	309778
Account Code:	68146468
Reference:	<i>Child's name and tutor group</i>

Or

Via a cheque in the sum of £115 made payable to: Heart of England School and delivered to the Finance Office.

Return of Application Forms:

Please send your completed and signed application form together with your cheque to:
The School Transport Finance Officer, The Finance office, Heart of England School, Gipsy Lane, Balsall Common, Coventry, CV7 7FW.

Applications must be received by Friday 18th September 2020

We regret that passes are not transferrable and pupils cannot migrate between bus services without prior agreement.