

# A GUIDE TO SCHOOL TRANSPORT



## Schools

# Introduction

**Derbyshire County Council aims to provide safe and reliable transport by working in partnership with transport providers, parents, pupils and schools. The county council provides a network of bus services to transport approximately 25,000 pupils to and from school each day. Of these, around 9,000 receive a free bus pass.**

This guide has been produced to help schools. Similar guides have been produced for parents/pupils and bus operators/drivers which detail their responsibilities.

Copies of these are available on the county council website [www.derbyshire.gov.uk/buses](http://www.derbyshire.gov.uk/buses)

## Transport arrangements/bus passes

Pupils who are entitled to travelling assistance will normally be issued with a bus pass to travel on either a dedicated school bus or a local service bus. Bus passes are valid for one return journey to or from the school/college on Mondays to Fridays when the school/college is open.

- Bus passes are only valid on the bus service(s) stated and should be shown to the driver each day. Pupils without a pass will have to pay a fare.
- Pupils are advised to put a photograph of themselves on the free bus pass. Those who don't will have to show their b\_line card to the driver as proof of identity (secondary age pupils only).
- Bus passes should be kept in good condition. The pass will be invalid if it is lost, altered, defaced or damaged. Photocopies/scanned copies of the original pass will not be accepted.
- Replacement bus passes can be obtained from most school offices on payment of the £5.00 charge. Cheques should be made payable to Derbyshire County Council. The county council will normally issue only one replacement bus pass to the same child during the academic year.

- If a pupil moves address, they will need to re-apply for a free bus pass – even if they only move a short distance away. Forms to apply for free school transport should be available in school but can be obtained from the Area Education Office or from the Derbyshire County Council website [www.derbyshire.gov.uk/buses](http://www.derbyshire.gov.uk/buses)
- Bus passes/tickets must be made available for inspection by representatives of the bus company or county council.
- Bus passes are the property of Derbyshire County Council and must be surrendered upon request.

Bus passes are re-issued each year and will be sent to the pupil's home address during the summer holiday. Bus timetable information will be sent with bus passes and will be made available to the school.





## Damage to the bus

Parents/guardians of any pupil who causes damage to the bus will be liable for any costs incurred by the bus company. The county council will support the bus company and will encourage police involvement if necessary.

## General advice for schools

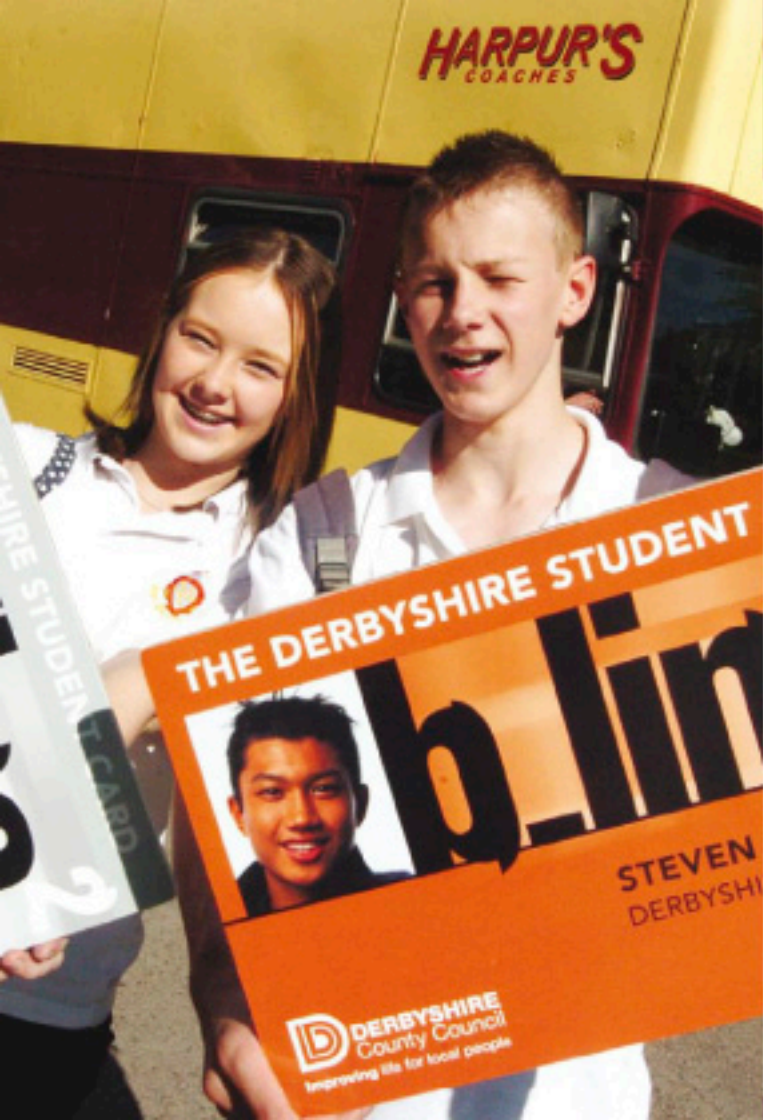
- Work with bus operators, drivers and the county council to resolve any problems with bus services.
- Ensure that pupils understand the consequences of misbehaviour.

- Provide adequate supervision – particularly in the afternoons.
- Inform bus operators of any special parking arrangements at school. Take steps to ensure that the bus park does not become congested with parked cars.
- In the winter, plan for bad weather and make sure that you have an up-to-date list of transport providers.
- Inform operators of training days and any occasions when the school is planning to close early.
- Update and return pupil checking lists to Derbyshire County Council's School Transport Team. It is important that our records are correct – particularly as bus passes are sent to the address on our database.

## County council & VOSA (Vehicle Operator Standards Agency) inspections

The county council's enforcement officers undertake vehicle and driver checks at either the school or the operator's depot. Officers will report to the school reception on arrival. Similar checks may be undertaken at school by VOSA and the police.





## b\_line cards

All schools will have received a 'b\_line fact file for school staff'. If you require another copy, please contact the Integrated Transport Unit – extension 7566. Pupils who require a replacement b\_line card will need to complete an application form and send it to the council's Integrated Transport Unit, County Hall, Matlock, Derbyshire, DE4 3AG, along with a cheque for £5.00, made payable to Derbyshire Council. A copy of the application form can be obtained from Call Derbyshire 08 456 058 058. Alternatively, a copy can be downloaded at [www.derbyshire.gov.uk/b\\_line](http://www.derbyshire.gov.uk/b_line).

## Behaviour on school transport

The behaviour of pupils on school transport is an issue which is raised frequently. The county council has provided funding for CCTV on some school services and will continue to work with operators to extend the scheme further. To help deal with behavioural problems, the authority has produced a behaviour code which schools and operators will be encouraged to adopt. The guidelines issued are detailed below.

**Step 1** – Where behaviour issues exist, drivers will be expected to speak to pupils about their behaviour. If problems remain, details must be reported to the school

and county council. Once a pupil has been reported, a verbal warning should be given by the school. Schools should include within their disciplinary procedures, behaviour which takes place on the journey to/from school as well as behaviour within school.

**Step 2** – Where a pupil is a persistent offender or commits a serious offence, a written warning will be issued as follows.:

Either

- a letter will be sent home informing parents/guardians of their child's behaviour along with a warning that further misbehaviour will result in the child being banned from the bus for a temporary period.

or

- a letter will be sent home informing parents/guardians that an immediate ban from the bus has been imposed for a specified period. Pupils may also be asked to sign an acceptable behaviour contract before they are allowed to return to the bus.

Depending on the circumstances, warning letters are issued by either the school, county council or the anti-social behaviour co-ordinator.



In very serious cases, the right to travel on school transport may be indefinitely withdrawn. Parents will have a right of appeal to a panel of council members against the withdrawal of transport provision. When bans are imposed, travelling arrangements and costs will be a parental responsibility and the county council will not offer any alternative transport or assistance when a bus pass has been removed.

Serious offences may also be reported to the police, to be dealt with by way of criminal proceedings. A serious offence can be defined as any type of behaviour which endangers the safety of other passengers, the driver and members of the public. It also includes criminal damage/vandalism to the bus.

## More information

If you have any enquiries regarding school transport, you can write to:

**The School Transport Team  
Environmental Services Department  
Derbyshire County Council  
County Hall, Matlock  
Derbyshire, DE4 3AG**

**Email: [public.transport@derbyshire.gov.uk](mailto:public.transport@derbyshire.gov.uk)**

**Tel: 01629 580000 ext 6740, 6720, 6749, 6739**

**For b\_line ext 7566**

**Fax: 01629 585740**

For calls out of normal office hours, please contact Call Derbyshire 08 456 058 058. (Monday to Friday 8.00am – 8.00pm. Saturday 9.30am – 4.00pm).

Enquires relating to eligibility to free travel should be made to the Student Services Section at your local Area Education Office:

**For North Derbyshire contact:**

Area Education Office, Kents Bank Road  
Buxton, Derbyshire SK17 9HR. Tel: 01 298 26121

Area Education Office, St Helena Centre  
Chesterfield, Derbyshire S41 7LU. Tel: 01246 204851

**For South Derbyshire Contact:**

Area Education Office  
Library Building, Grosvenor Road  
Ripley, Derbyshire DE5 3JE. Tel: 01773 744741

For general public transport timetable information, please contact: **traveline 0870 608 2 608**

This leaflet is available in large print, Braille or on computer disk by calling 08 456 058 058.

You can also print off these guidelines at [www.derbyshire.gov.uk/buses](http://www.derbyshire.gov.uk/buses)