



Cokethorpe

SCHOOL

Transport Policy

September 2025

TRANSPORT POLICY

Terms and Conditions

The bus timetables for the forthcoming academic year are based on our expected pupil requirements. However, it may be necessary for amendments to be made to the routing once we have assessed the demand. The stops itemised will normally be used but may be moved between the routes if appropriate. We ask for your co-operation on this and in turn will advise of any changes as quickly as possible.

When booking regular transport, please contact transport@cokethorpe.org

All bookings are for full time seats. In extenuating circumstances, a part time arrangement may be possible, if there is space on the bus, however part time seats are not guaranteed and must be relinquished if there is demand.

Any new travel requirements must be made directly with the School and not the bus driver/operator.

Should parents wish to withdraw from the bus services, we ask that a full academic term's notice is given.

Children in Reception, Year 1 and Year 2 (Pre-Prep) will only be permitted to travel on School transport if they have a sibling in Year 6 or above and parents have signed the **Transport Agreement for parents of Prep School pupils**.

The School reserves the right to cancel the service due to inclement weather, which might make the journey dangerous e.g. heavy snow and ice. Parents will be contacted as soon as the decision is made to cancel transport via SMS. Parents will be able to check the situation via the website/weather and travel telephone line and School notification system.

Our Code of Conduct has been written to make sure the journeys are as enjoyable and safe as possible for all pupils. Please read through the following Code of Conduct below with your child(ren).

Where vehicles have seat belts, they must be worn.

While we intend that the vehicle and driver for each route remains constant, there are sometimes occasions when we need to substitute a vehicle or driver.

All School and contracted Coach Company bus drivers have DBS Enhanced Disclosure Checks. School Minibuses are covered by a Section 19 permit. All approved staff that are licensed to drive School minibuses undergo an external driving assessment every five years. Any drivers over seventy years of age will be re-assessed on a two-year cycle. Safeguarding training is delivered to all drivers in line with the latest version of Keeping Children Safe in Education (KCSIE).

The contracted coach company may on occasion need to substitute in 2-3 smaller vehicles such as 9 person MPVs to replace a regular bus that is off the road. These vehicles are always driven by the Coach Company's staff and are never third-party taxis. They will be clearly marked with a sign in the window to show Cokethorpe transport and the bus route it is covering. The School's Anti Bullying policy applies at all times.

The advertised AM times are **departure** times from the stop. A School Bus will not wait at the bus stop in the morning past the designated time since this will delay the route and may cause a late arrival at School for all passengers. Equally, it should not leave the stop early unless all passengers are on board.

Under no circumstances is a bus driver allowed to leave the vehicle unattended while pupils are on board.

In the morning, if a bus is running late parents must assume that the bus is on its way. If a bus is cancelled for any reason, or is running more than 30 minutes late, then the School will contact parents by SMS text message.

At the end of the day if a bus is going to leave the School more than 20 minutes late then pupils will be instructed to alert their parents either by using their own mobile telephones or by using the telephone in the Senior School Office. Prep School pupils will be given assistance if they do not know how to operate a telephone.

If a bus is running more than 30 minutes late on the homeward journey having left the School on time the driver will alert the School and parents will be notified by SMS text message.

Neither the School nor the bus operator are responsible for children from the point of disembarking the bus at their designated stop. It is the responsibility of the parent to decide if Senior School pupils are met at the bus stop, the School recommends pupils are met until they enter Third Form. Prep School pupils will be subject to the set down protocol below;

Prep School pupil set down protocol

1. Prep School pupils must be met by the parent (or nominated childminder) at their designated bus stop unless they are accompanied by an older sibling attending the Senior School with whom the parent has agreed they may walk home.
2. Year 6 pupils may walk home from their stop at the Headmaster's discretion following a written request by parents.
3. If a Prep School pupil is to be met by an adult not known to the driver parents are asked to let the School know the name and contact number of the person collecting the pupil by email to transport@cokethorpe.org and the driver will use the contact number as a means of verifying identity.
4. If a child is not met at the bus stop the bus driver will wait for a maximum of five minutes after the designated arrival time.
5. After five minutes the driver will notify the School that the child has not been met and will continue on the route with the child remaining on board. The School will notify the parent who may be able to reach one of the later stops to collect the child.
6. If the child has not been met by the final stop the driver will notify the School and return to the bus operator's depot (or the School where a School minibus is used) with the child.
7. If the parent has not agreed arrangements for collecting the child after 30 minutes of arrival at the depot, the School or the Bus Operator will contact the Police.

The School reserves the right to make a charge if a pupil is not collected at their nominated stop.

A pupil who misbehaves on the bus or is not collected from the bus in line with the policy may be removed from using the service for a set period of time determined by the Deputy Headmaster.

All communications from the Bus Driver to the School are subject to the driver being able to legally and safely send a message to the School.

Bus Drivers are not permitted to use or store pupils mobile phone numbers on their personal phones and should communicate through the School communication channels. A driver may legitimately share their personal phone number with parents, but we encourage parents avoid contacting drivers by phone other than in emergencies. It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving including whilst in traffic, at traffic lights or if the engine is stopped (in a stop start mode).

If parents have any questions, complaints or concerns about the buses they should contact the School Office as soon as possible or email transport@cokethorpe.org.

Expectations of passengers:

- Arrive at the bus stop five minutes prior to the pick-up time
- Queue sensibly away from the road
- Approach the bus only after it has come to a complete stop
- Board the bus calmly and do not push others
- Find your seat and remain seated in it for the entire journey
- Do not stand during the journey
- Fasten the seatbelt for safety
- Do not distract the driver unless an emergency arises
- Do not damage the bus
- Do not leave any rubbish on the bus
- Respect others and their property
- Store bags sensibly and do not place bags on seats which are required for other passengers
- Follow the instructions of the bus driver
- When leaving the bus, do so in an orderly fashion
- Ensure you take all your belongings with you
- If you have to cross the road after you get off the bus, wait until the bus has moved away and you can see the road clearly in both directions, or go to the nearest available crossing.
- Senior School pupils have a responsibility to look out for and take care of any Prep School pupils on the bus.