



# Home to School Travel

Guidance notes for parents,  
pupils and students





This leaflet is designed to give parents, pupils and students important and essential information and guidance for school transport.

## Home to school travel

All parties involved in home to school transport play an important part in helping to make the journey as pleasant as possible. This leaflet gives parents, pupils and students important information and guidance to ensure that everyone enjoys safe travel to and from school or college.

## Guidelines for pupils and students

Whilst travelling you should be considerate towards your fellow passengers, including members of the public, students and the driver.

- Common sense tells you how to behave in a safe and sensible manner.
- If you have any concerns about your welfare, such as bullying, please report it to the school immediately. All reports will be taken seriously and treated in strict confidence where possible.
- Please respect the driver and follow his or her instructions at all times.

- Please have respect for the vehicle. You will be held responsible for any vandalism or damage.
- Check that you have your bus or train pass.
- If you have lost or damaged your ticket, tell your parents or the school.
- Drivers do their best to run on time, so please be at the bus or train stop punctually.
- Tickets or passes should be shown on all journeys to ensure you have the right to travel.
- Make sure you know what to do if your transport does not arrive, for example, carry a mobile phone or change to call parents and school.
- Wait for the bus or train in an orderly manner, without disturbing others, away from the road or platform edge.
- Board carefully and find a seat quickly and quietly. If seat belts are fitted make sure you wear them.
- Where appointed, please follow the instructions of the bus prefect.
- Smoking, eating and drinking are forbidden.
- Bullying, throwing objects and vandalism are offences.
- Please do not drop litter.
- Make sure your bags and belongings do not block exits or gangways and are kept on laps or in luggage racks.
- Do not distract the driver with noisy behaviour.
- For your safety, wait until the vehicle has departed before crossing the road.
- Only cross railway lines at authorised crossing points.

**Any cases of serious misbehaviour will be reported to the school and if necessary the police. Physical and verbal abuse are unacceptable. Young people are responsible for their own behaviour. Any incident may be recorded and, if necessary, action taken.**

## Guidelines for parents and carers

The operator has a statutory duty to ensure they are providing a safe journey and they will take reasonable steps to ensure the safety of the passengers, driver and other vehicles on the road.

- Please make sure your child understands the guidelines in this leaflet.
- If you have any concerns about the service provided or your child's journey, such as bullying, please report it to the school immediately. All reports will be taken seriously and treated in strict confidence where possible.
- Ensure your child has a valid pass. The operator has the right to check whether the child is entitled to travel.
- Make sure your child is at the pick up at least 5 minutes before the scheduled time.
- Make sure your child knows what to do if the bus is late or does not arrive.
- Encourage your child to act sensibly on or around the buses and trains. Remember, some stations and bus stops are unsupervised.
- Teach your child the safety rules about how to cross the road after leaving the bus.
- Remind your child of your own expectations about wearing seat belts where fitted.
- If the vehicle is involved in an accident or breaks down and you go to the scene, only remove your child after notifying the driver.
- Please notify Transport Bureau of any changes to your circumstances and return tickets immediately if no longer required.

**Please remind your child about respecting the property of others. You will be held financially responsible for any vandalism or damage caused by your child.**

## Emergency or adverse weather conditions

In the event of an emergency or adverse weather conditions, please listen to your local radio stations or BBC Sussex FM 95.3, 104.5 and 104.8 or visit [www.westsussex.gov.uk](http://www.westsussex.gov.uk) or the school's own website to find out the latest news of school closure.

## Replacement bus or rail passes

NB. You will be charged for replacement passes.

Passes for Brighton & Hove and Southern Rail: please contact operator direct (see numbers below)

For all other passes, please call 03302 225666.

## Lost property

Please contact the operator direct:

Arriva	03448 004411
Brighton & Hove	01273 886200
Compass Travel	01903 690025
Crawley Luxury	01293 521002
Metrobus	01293 449191
Portsmouth City Coaches	01243 378337
Southdown Buses	01342 719619
Southern Rail	03451 272920
Stagecoach	03451 210190
Sussex Coaches	01403 741976
West Sussex County Council	03302 225666

## Useful contacts

### **Transport Coordination Group**

Phone:

01243 753530

Email:

[school.transport@westsussex.gov.uk](mailto:school.transport@westsussex.gov.uk)

Website:

[www.westsussex.gov.uk/schooltransport](http://www.westsussex.gov.uk/schooltransport)

### **Bullying UK – information, advice and support**

0808 800 2222

[www.bullying.co.uk](http://www.bullying.co.uk)

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If you would like a copy of this publication in another format (audio, Braille, large print, another language) please contact:

Transport Coordination Group,  
West Sussex County Council  
County Hall  
West Street  
Chichester  
West Sussex  
PO19 1RQ

Phone: 03302 225666