



## Please follow the Safety Code

- Stay in your seat when the bus is moving and behave sensibly.
- Behave sensibly, misbehaving can be dangerous and may cause an accident.
- Wait for the bus on the pavement well back from the road.
- If the bus is more than 30 minutes late, return home so your parent/carer can contact the school for advice.
- Do **NOT** distract or talk to the driver while the bus is being driven unless there is an emergency.
- Do **NOT** cross the road close behind or in front of the bus. You must be able to see clearly both ways. Where possible use a pedestrian crossing.
- In the event of a breakdown, accident or emergency, do what the driver tells you.
- Younger pupils - if you are always met by an adult but they are not there, tell the driver.

## Emergency procedure

In the morning younger pupils should be taken to the bus stop and supervised until the bus arrives.

In the afternoon please ensure that younger pupils are met when getting off the bus.

It is **EXTREMELY** important that children are met on time as the driver has a responsibility to all passengers on board.

If when the bus reaches the stop a young child tells the driver that the adult who should be meeting him/her is not there, then the following **EMERGENCY** procedure will be put into place:

The driver will wait at the stop until his scheduled time. If the adult has still not arrived the driver will report the situation to their base for further advice wherever possible. The child will be advised to stay on board for their own safety. **THE DRIVER WILL THEN CONTINUE ON THE TIMED ROUTE.**

It will be the parent(s)/carer(s) responsibility to contact the bus operator base to make arrangements to collect their child as soon as possible.

traveline  
public transport info  
[www.traveline.info](http://www.traveline.info)  
**0871 200 22 33**  
calls cost 12p per minute  
plus your phone company's access charge

**If you require this information in an alternative language, large font, braille, audio tape or text only version, please call 0300 500 80 80.**



## Welcome to your new travel pass

Your child's travel pass allows travel assistance on public transport on school days, within school hours. Please read this leaflet with your child to ensure they are aware of how to use the pass and buses correctly (see back page for key information to pass on to them). If your child is not used to travelling by bus, please take them on a bus journey so they are familiar with them.

Pupils are allocated to school buses on the basis of the suitability of the route and the capacity available. If a pupil moves address or changes school, a new travel application form must be submitted and the current pass returned.

## Behaviour

The County Council, schools, and transport operators work closely together to encourage appropriate behaviour and minimise travel problems. Disruptive behaviour such as vandalism, swearing, smoking and bullying are not acceptable and may result in your child's travel pass being withdrawn. In some circumstances a child may be banned from the school bus (parents/carers would be expected to make alternative arrangements), required to pay for any damage and/or be prosecuted by the Police.

Parents and carers are reminded that they are ultimately responsible for their child's behaviour on the journey to school.

## Travel problems

If your child's bus is regularly late or does not run, please contact Nottinghamshire County Council.

If the bus does not turn up and your child returns home, please ring the school in the first instance. Staff should be able to advise you of the latest position and what arrangements are being made to try and get your child to school.

If the school is unable to advise, please ring Nottinghamshire County Council.

If bad weather occurs, the school may be closed. For the latest information visit the Council's website, follow us on Twitter or listen to your local radio station. In some areas, the bus may not be able to operate even if the school is open.

If it snows heavily when your child is at school, drivers will do everything possible to get your child home in consultation with school.

**Our contact details can be found on the back of this leaflet.**

## Bus Companies

These contact numbers are for use regarding lost property enquiries or buses not arriving:

A.O.T. Travel	0845 017 0747
Acorn Travel	0115 920 5305
Butler Brothers	01623 753260
Freeway	01773 811711
Garys Coaches	0115 963 2222
Gem Mini Travel	01777 248503
Glenn Ryder Coaches	01623 844442
Isle Coaches	01427 728227
J B Tours	0115 968 1166
Johnson Brothers	01909 720337
K & S Coaches	01623 656768
Kettlewell (Retford)	01777 860360
Little's Coaches	0115 932 8581

## Replacement passes

A lost, damaged/faulty or stolen travel pass should be reported to the school office as soon as possible.

A £10 charge applies for a replacement unless a Police crime number can be supplied. A faulty pass in good condition will be replaced free of charge. Pupils without a valid travel pass must be ready to pay the appropriate fare for the journey made.

Marshalls	01636 821138
Moxons Tours	01909 730345
Nottingham Coaches	07771 697032
Nottingham City Transport	0115 950 6070
Nottingham Minibus	0115 844 0343
Paul Winson Coaches	01509 232354
Redfern Travel	01623 627653
Sharpes of Nottingham	0115 989 4466
Silverdale Tours	0115 912 1000
Stagecoach East Midlands	0345 605 0 605
Trent Barton	01773 712265
Tiger European	0115 940 4040
Travelwright	01636 703813
Wilfreda Beehive	01302 330330
Vectare	0115 777 3187