

# RUGBY HIGH SCHOOL CONDITIONS OF TRAVEL 2023-2024

Non Arrival of Buses/General Enquiries Telephone RHS Reception 01788 810518

Conditions for students using school transport

1. Students must behave responsibly at all times when waiting for, getting on, travelling on, or getting off the bus. If you misbehave you may be excluded from the transport arrangements. Please note that all buses are monitored by CCTV.
2. Ensure that you arrive at your stop at least 5 minutes before the scheduled departure time. Do not push or rush for the door when the bus arrives.
3. If the bus is late, you should wait 15 minutes at the pick-up point. If the bus fails to arrive after 15 minutes, you should immediately ring Rugby High School (the contact details are in your student planners). Once you have contacted Reception you will be given further instructions on how you will be transported to school. No one should miss a day at school due to a late bus.

If a parent or responsible adult agrees to bring you to school because the bus is late, please inform the school that you will be late and how you intend to travel to school independently.

4. You should carry your bus pass at all times when travelling on the bus. You should only travel on the bus to which your pass relates. If you do not show your valid bus pass to the drivers, they may refuse to allow you to travel.
5. It is a legal requirement to wear seat belts at all times.

**6. If determined necessary the Covid Travel arrangements will apply:** Before boarding the bus sanitise your hands and put on a face covering, On board the bus you must sit with your year group peers or your siblings as far as possible and remain seated until you arrive at your drop off point. Do not touch the front of your face covering during use or when removing. Sanitise your hands immediately on arrival at school, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag to take home with you, and then wash your hands again before heading to your classroom.

Seating, hand hygiene and face covering protocols also apply to return journey.

7. Do not distract the driver's attention as this could cause an accident.
8. Do not use intimidating, inappropriate or aggressive language or behaviour towards other passengers or the driver.
9. Do not drop litter whilst at the pick-up points or on the bus and do not throw things around the bus.
10. You may not smoke on the bus. If you do, you will be excluded from the transport arrangements.
11. If you should miss your afternoon bus, report immediately to a member of staff on duty who may be able to arrange transport home on another bus. If this is not possible, report to Reception where they will be able to make contact with parents/guardians.

In the event of a breakdown or accident

12. Please follow the advice of the bus driver - if there is likely to be a delay, they will normally contact the school directly by telephone.
13. Do not make independent arrangements to get to school or home without telling the bus driver
14. In the event of independent arrangements being made, please ensure that the school and home are also aware.

## LOST PASSES

If you have lost your bus pass, please contact the Finance Office for a replacement which costs £2.50.