

Transport Code of Conduct for Students

A good standard of behaviour is expected of students at all times when travelling on our service. This Code of Conduct applies to ALL students whilst using ANY of the college transport.

- There will be a charge of £5 for a replacement pass, if lost.
- Know what to do if the coach is late or does not arrive.
- **Be clearly visible so the driver knows you are waiting.**
- **When the coach approaches, signal to the driver.**
- **Be at the bus stop 10 minutes before the stated pick up time.**
- Do not rush or push and be seated immediately.
- Keep your belongings with you and not obstruct the gangways or exits.
- Wear the seat belt.
- Do not smoke, vape, drink or eat on the coach.
- Abusive language will not be tolerated.
- Refrain from making excessive noise. Only play music using personal headphones.
- Do not speak to or distract the driver except in an emergency or when the vehicle is stationary.
- Remain seated until the coach has stopped when getting off or instructed otherwise by the driver.
- Do not put arms, heads or any other items out the windows.
- Do not throw any items on the coach or from the coach.
- Keep your feet on the floor, not on the seats or backs of the seats in front of you.
- On arrival at BCA a valid bus pass must be shown to BCA duty staff at the gate and the driver, if required.
- Let the duty staff know if you have forgotten your pass and a photocopy can be requested for the journey home.
- If the vehicle breaks down or is involved in an accident follow the driver's or escort's instructions
- Costs related to any damage made to any of the buses will be the responsibility of the student(s) involved.
- At the end of the college day coaches 1-7 board from Gate 1 and coaches 8-17 board from Gate 2 - for your safety do not attempt to board by crossing the coach park
- Allow the coach to move away before attempting to cross the road. Do not cross in front of the bus.

I confirm that I have read and understood the Terms and Conditions of travel listed above and agree to comply.