



Transport Code of Conduct for Students

Date of Publication	8th December 2021
Date of Next Review	8th December 2022
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Approved by	Anne Entwistle

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

In signing this Code of Conduct you agree to be at the bus stop 10 minutes before the stated pick up time.

There will be a charge of £5 for a replacement pass, if lost.

For your own safety you are reminded:

- Know what to do if the coach is late or does not arrive.
- Queue sensibly and away from the road whilst waiting for the coach.
- Keep your bus pass with you when travelling.
- 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, 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 from the coach.
- Keep your feet on the floor, not on the seats or backs of the seats in front of you.
- Take all your belongings and litter with you on leaving and do not try to return onto the coach if moving.
- 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.
- Allow the coach to move away before attempting to cross the road. Use pedestrian crossings where possible.
- 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.

I confirm that I have read and understood the Terms and Conditions of travel listed above and agree to comply with them when traveling on all college transport.

Signed:

Print name:

Date:

Pass Number: