

### **College Bus Service Guidance**

It is the responsibility of parents/carers to ensure that students attend college on time. In order to facilitate this TM Travel provides 5 buses to transport students to and from college. This is a contract between Derbyshire County Council and TM Travel, meaning the college has no direct control and as such we have faith that the service works as expected. We are aware that this does not always happen. There are procedures in place that requests the bus company inform college if there is a known issue with one of the college bus routes.

The following information is guidance for parents/carers and students as to what should happen if a bus does not arrive as expected. It is only suggested guidance and we appreciate that parental knowledge of each child will impact upon the instructions given to each student.

#### **In the event of a bus not arriving as expected;**

- Students should wait for a minimum of 15 minutes at the bus stop.

If the bus has still not arrived we advise;

#### **Year 7 and 8**

- Students to go home or to a nominated friend/relatives house.
- Once in a place of safety they should contact the college to inform them of their absence.
- If parents/carers feel it is safe for their child to make their own way to college then this should happen. This should be a pre-agreed decision between the parent/carer and child.
- If there is no way for the child to travel into college then the college will do its best to ensure that transport is made available.

#### **Year 9, 10 and 11**

- Students should make their way into college using the safest route possible.
- If the weather is extreme then they should make a responsible decision as to whether walking is appropriate.
- If the distance is too far (based on a pre-agreed decision between parent/carer and child) then the college should be contacted and we will do our best to ensure that transport is made available.

At times, when the weather is inclement, the bus service will run along main roads only. This is a safety precaution in ice or snowy weather. In this instance the college will send a text message to parents/carers and students should make their way to the nearest bus stop on the main road.

Parents/carers should be aware that transport will be in the form of either a car or the college minibus with, wherever possible, two members of college staff in order to safeguard students and staff.

Where transport is provided parents/carers/students are expected to accept the offer, failure to do so may result in an unauthorised absence.

Students will not receive a sanction as a result of arriving late at college due to an issue with the buses.

Miss H Staton

Deputy Headteacher

September 2015