



# Home to School Transport Agreement Contract

## SCHOOL TRANSPORT – PARENT CONTRACT

This agreement is made and will apply to all passengers who have applied for and been awarded a seat on the School Transport.

**BETWEEN** Thomas Adams School & 6<sup>th</sup> Form (“the School)

**In relation to (Please print full name):**

( \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ ) (“the Pupil”)

and

( \_\_\_\_\_ ) (“the Parent/Guardian”) to the above

### DECLARATION

1. I confirm that I am the Parent/Guardian of the Pupil named in this application.
2. I am applying for the provision of Home to School/School to Home Transport for the Pupil named in this application to the nominated drop off and pick up point and Thomas Adams School.
3. I have read, understood and agree with the contents in the application form and the Bus Behaviour Policy and Warning Procedure document and the terms and conditions of this contract.
4. I agree to discuss the contents of the Bus Behaviour Policy and Warning Procedure document and Contract with the Pupil and ensure that the Pupil understands the rules that apply to them.
5. I will explain to the Pupil their legal rights and also their legal obligations and ensure that they understand that they can be prosecuted should they misbehave whilst boarding, travelling and alighting school transport.
6. I understand that if the Pupil has any problems on the journey to and from school that the School will deal with this promptly and do everything reasonably possible to rectify the situation.
7. I understand and accept that if the Pupil misbehaves whilst boarding, travelling or alighting school transport that transport provision may be withdrawn completely or suspended and in these circumstances the Pupil will not be provided with an alternative/replacement mode of transport.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of Thomas Adams School

Mark Cooper  
Headteacher

**This contract must be completed, signed and returned to the School Finance Office, Thomas Adams School, Lowe Hill Rd, Wem, Shropshire, SY4 5UB or emailed to [cathy.cornes@tas.318education.co.uk](mailto:cathy.cornes@tas.318education.co.uk)**

## **BACKGROUND TO PARENT CONTRACT AGREEMENT**

1. The purpose of this contract is to ensure that the safest journey is afforded to all pupils, drivers, escorts and all other road users.
2. The School contracts a coach company to transport for pupils who fall outside Education Act 1996 and therefore are not entitled to free transport provided by the Local Authority.
3. The School will procure the appropriate form of transport for the school journey, applying quality control and risk assessment measures, to ensure the safety of all persons on the vehicles including the pupils, drivers, escorts and members of the general public.
4. The School has produced and adopted a Bus Behaviour Policy and Warning Procedure which contains details of the rights and responsibilities of parents and pupils and the consequences of a failure to act in accordance with this set of rules. The Bus Behaviour Policy and Warning Procedure will be applied when considered necessary following breach, disorder or inappropriate behaviour. This, in turn, can result in transport being withdrawn periodically or permanently for the pupil(s) involved.
5. By completing and signing this declaration, any following award of a place on the School buses, will acknowledge a legally binding contract between the School and the Parent/Guardian.
6. Within this partnership agreement, the information provided below applies to all Parents, Guardians, Pupils and the School.

## **TERMS AND CONDITIONS OF CONTRACT**

### **The School will:**

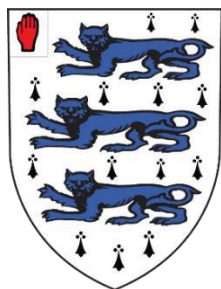
- Provide the opportunity to purchase home to school/school to home transport in selected areas for pupils who do not have a statutory entitlement.
- Provide transport that meets all legal requirements.
- Monitor transport operators, drivers, escorts, pupils and schools to ensure that all parties are complying with the School's transport policies and the Bus Behaviour Policy and Warning Procedure.
- Provide Parents/Guardians with a free copy of the Bus Behaviour Policy and Warning Procedure.
- Investigate fully, any complaints from a Parent/Guardian and do so in accordance with the contracted transports company's complaints procedure.
- Take any steps necessary to ensure that health and safety is a priority and if necessary, may through consultation, withdraw the provision of transport for any pupil who compromises the safety of themselves, the driver, escort, any other passenger or any other road user.
- Utilise CCTV footage, where installed in vehicles, to support any pupil involvement within an incident or complaint.
- Provide advice and information surrounding school transport upon request.

### **In view of any transport awarded by the School, the Parent/Guardian agrees that they will:**

- Ensure they have a copy of the Bus Behaviour Policy and Warning Procedure and undertake to read the contents of this document.
- Ensure the named pupil on this application form understands fully the rules which apply to them.
- Be responsible for ensuring that the named child on this form is aware of their legal rights and obligations.
  - It is your child's right to be provided with a safe vehicle and a safe, stress free journey.
  - It is the legal obligation of your child not to behave in any way which can affect the safety of themselves, the driver, escort, any other passenger or any other road user.
- Ensure that their child understands clearly that they must never distract the driver and be aware that in the event of misbehaviour that transport provision may be withdrawn immediately on the grounds of health and safety.
- Ensure their child understands that the driver legally has the final word over who they carry. The driver cannot put your child off the vehicle en route. However, your child must understand that

the driver can legally refuse your child entry onto the vehicle at any time on the grounds of the health and safety of everyone else.

- Ensure that their child understands that if they do not behave on board a vehicle that they are breaking the law and can be prosecuted if an action is brought by the driver, the transport company or the School.
- Ensure that if their child experiences any problems on board, such as bullying, that they must report this so steps can be taken as soon as possible to rectify the situation. A child may report this to a parent, the school or the driver.
- Ensure their child clearly understands that where safety belts are provided they must be worn at all times during the journey.
- CCTV footage, where installed and available vehicles, will be utilised as a means to support any pupil involvement within an incident or complaint.



## Bus Behaviour Policy and Warning Procedure

### Behaviour when using school transport

The following expectations apply when using school transport, and when waiting at collection points.

- Seat belts must be worn at all times. It is the responsibility of the students to wear their seatbelts, and a legal requirement to do so.
- Students must follow any instructions from drivers, or warning signs on the bus and follow these as required.
- Students must remain seated for the duration of the journey.
- Noise should be kept to a reasonable level throughout the journey. No use of Bluetooth or loudspeakers is permitted.
- All sports bags and equipment must be stored in such a way that they do not obstruct the gangway.
- Students must treat each other and the driver with respect at all times, ensuring that they do not behave in a manner that may cause the driver to become distracted from his driving.

### Managing unacceptable behaviour

Where student's behaviour is deemed unacceptable, dangerous or causes damage to the vehicles, the following behaviour procedures will apply. If it is deemed necessary following an investigation, the school and the chosen transport contractor reserve the right to withdraw transport provision for short periods of time, or permanently. If a student is removed from transport permanently due to unacceptable behaviour, it remains the responsibility of the parents to fulfil any outstanding payments for that academic year and future provision will not be guaranteed.

All incidents are reported will be investigated and dealt with as outlined below:

1 <sup>st</sup> incident Verbal Warning	<input type="checkbox"/> Student receives their first warning.
2 <sup>nd</sup> incident	<input type="checkbox"/> Student receives their second warning. <input type="checkbox"/> Parent/carer will be contacted via email/letter to inform them of this warning.
3 <sup>rd</sup> incident	<input type="checkbox"/> Student receives their third warning. <input type="checkbox"/> A short-term ban from transport may be instigated by the School. <input type="checkbox"/> Parent/carer will be contacted via email/letter to inform them of this warning. <input type="checkbox"/> The parent/carer will be invited into school with the student to sign a transport behaviour contract before they access transport again.
4 <sup>th</sup> incident	<input type="checkbox"/> The School will conduct an investigation which may result in a permanent ban for the student from using transport. <input type="checkbox"/> Parent/carer will be invited into school to discuss this incident.

In the event that a major incident of behaviour (as determined by the School and the Contracted Transport Provider), the school will investigate the incident fully and may treat the incident as a 3<sup>rd</sup> or 4<sup>th</sup> incident as outlined above. Incidents that will be classed as a major incident would include (but not limited to) serious driver distraction, vandalism to the vehicles, abusive behaviour towards the driver, tampering with the safety equipment on the bus, carrying illegal weapons or substances, fighting or any other behaviour that is likely to seriously endanger the student or others.

Student name: .....

Student tutor group: .....

Student signature: .....

Parent name: .....

Parent signature: .....

Date: .....

Please return this form to the Finance Office at Thomas Adams School and 6<sup>th</sup> Form, Lowe Hill Rd, Wem, Shropshire, SY4 5UB or e-mail [cathy.cornes@tas.318education.co.uk](mailto:cathy.cornes@tas.318education.co.uk)