HOME TO SCHOOL TRANSPORT POLICY AND PROCEDURES

SUMMARY DOCUMENT

1. Contact Details.
   Correspondence to be sent to:
   The Vale of Glamorgan Council
   Planning and Transportation Division
   Dock Offices
   Barry Docks
   CF63 4RT
   Tel. 01446 700111
   Email: Schooltransport@valeofglamorgan.gov.uk

2. Any pupil who does not produce a bus pass or a letter from the school will be refused travel (NO PASS - NO TRAVEL).

3. By using this bus pass your child agrees to abide by the Welsh Government's Travel Behaviour Code and Vale of Glamorgan Council regulations in respect of school transport

4. Always wear the seatbelt provided.

5. Free school transport will be provided to all primary school pupils who live beyond a distance of 2 miles from their nearest suitable school.

6. Free school transport will be provided to all secondary school pupils who live beyond a distance of 3 miles from their nearest suitable school.

7. It is the Council's policy to always provide one seat per child on dedicated home to school transport.

8. Similarly the Council policy does not allow for any standing capacity on dedicated school transport.

9. Escorts will always be provided on primary school buses that cater for more than 16 pupils.

10. CCTV will be provided on all double decked vehicles used for school transport. CCTV may also be applied on selected routes from time to time.

11. Pupils or students travelling on any service vehicle who misbehave, cause, or risk causing damage or injury to the vehicle, driver or other passengers may have their pass withdrawn either temporarily or permanently. The Council will always investigate complaints of bad behaviour and a framework for tracking action has been devised by the Council to ensure that exclusions from school transport services are consistently applied. Full details of the framework for dealing with incidents can be found in the full policy document.

12. Adverse weather conditions can have major effects on passenger transport services and their continued provision. Therefore, with safety paramount, transport providers will take the ultimate decision as to whether or not and when a service will operate. Please note that during such weather condition (e.g. snow) your child may not be picked up or may be returned home early. Parents of primary school pupils will be notified by telephone prior to them being returned home early, providing they have already reached school. This will not apply to secondary school pupils, who may be returned home without notice.

13. Smoking (inc. e-cigarettes) is not permitted on any of our School Transport Service Vehicles at any time or by any person. Action inline with the Council's School Transport Policy Guidance on misbehaviour will be taken against any pupil caught smoking and identified. Their right to school transport could ultimately be withdrawn. In addition, offending pupils details will be passed on the Councils Environmental Health Officers who can take further action in line with legislation regarding "The Smoke Free Premises etc. (Wales) Regulations 2007", which make it a criminal offence for any person to smoke onboard a vehicles used by the public, at any time.

Further details can be found in the full version of the policies and procedures document which is available at all Vale of Glamorgan Council Offices, your school and on the Council's website www.valeofglamorgan.gov.uk.

Y POLISI A'R DREFN AR GYFER CLUDO PLANT O'R CARTREF I'R YSGOL DOGFEN GRYNO

1. Manylion ar gyfer cysylltu â ni.
   Dylech anfon pob gohebiaeth i
   Gyngor Bro Morgannwg
   Adran Cynllunio a Chludo
   Swyddfeydd y Dociau
   Dociau'r Barri
   CF63 4RT
   Ffôn: 01446 700111
   E-bost: Schooltransport@valeofglamorgan.gov.uk

2. Ni chaiff disgyblion deithio heb docyn teithio neu lythyr oddi wrth eu hysgol (DIM TOCYN DIM SEDD).

3. Wrth ddefnyddio'r tocyn teithio hwn y mae eich plentyn yn cytuno i gydymffurfio â Chôd Ymddygiad wrth Deithio Llywodraeth Cymru a rheolau Cyngor Bro Morgannwg ynglŷn â thrafnidiaeth ysgol.

4. Gwisgwch y gwregys diogelwch bob amser os oes un ar gael.

5. Bydd disgyblion cynradd sy'n byw ymhellach na 2 filltir o'r ysgol addas agosaf yn cael teithio i'r ysgol am ddim.

6. Bydd disgyblion uwchradd sy'n byw ymhellach na 3 milltir o'r ysgol addas agosaf yn cael teithio i'r ysgol am ddim.

7. Polisi'r cyngor yw sicrhau bod gan bob disgybl sy'n teithio ar fws ysgol ei sedd ei hun bob amser.
8. Yn yr un modd, y mae'n erbyn polisi'r cyngor i blant sefyll ar fws ysgol.

9. Bydd goruchwyliwr ar bob bws ysgol gynradd sy'n cludo mwy nag 16 o ddisgyblion.

10. Bydd camerâu teledu cylch cyfyng ar bob bws ysgol deulawr. Mae'n bosibl y byddwn hefyd yn gofyn i ambell i fws ysgol arall ddefnyddio camerâu o bryd i'w gilydd.

11. Bydd perygl i ddisgyblion neu fyfyrwyr sy'n aflonyddu ar y gyrrwr neu deithwyr eraill ar unrhyw wasanaeth golli eu tocynnau teithio dros dro neu am byth. Bydd y Cyngor bob amser yn ymchwilio i gwynion yn erbyn disgyblion afreolus, ac mae wedi dyfeisio ffordd o olrhain plant er mwyn sicrhau na chaiff neb a gafodd ei wahardd deithio ar y gwasanaethau. Mae'r fframwaith ar gyfer trin problemau ymddwyn ar fysiau ac ati wedi'i egluro'n fanwl yn y ddogfen bolisi gyflawn.

12. Gall tywydd garw effeithio'n ddifrifol ar drafnidiaeth gyhoeddus a hyd yn oed ei rhwystro'n gyfan gwbl ar adegau. Gan hynny, byddwn yn gadael i'r rhai sy'n darparu'r gwasanaethau benderfynu a fo'n ddiogel eu rhedeg ai peidio. Sylwch ei bod yn ddigon posibl ar dywydd fel hyn (eira, er enghraifft) na chaiff eich plentyn ei godi yn y bore neu y daw'n ôl ar y bws prynhawn yn gynharach nag arfer. Pan fydd ysgol gynradd yn penderfynu rhedeg ei bws prynhawn yn gynnar, bydd yn rhoi gwybod i rieni pob plentyn sydd eisoes wedi cyrraedd yr ysgol. Ni fydd ysgolion uwchradd yn rhoi unrhyw rybudd i rieni o dan yr amgylchiadau hyn, a gallai'r plant ddod adref yn gwbl annisgwyl.

13. Nid oes hawl i neb ysmygu ar unrhyw fws ysgol ar unrhyw adeg ac y mae'r gwaharddiad yn cynnwys e-sigarennau. Bydd disgyblion sy'n cael eu dal, a'u dwyn i sylw'r awdurdodau am wneud hynny, yn cael eu cosbi'n ôl Canllawiau Polisi Trafnidiaeth Ysgol y Cyngor ynglŷn â Chamymddwyn. Bydd perygl hefyd iddynt golli eu hawl i deithio ar fysiau ysgol yn y pendraw. Byddwn hefyd yn rhoi eu manylion i Adran Amgylcheddol y Cyngor er mwyn i'w swyddogion eu cyhuddo o dan Reoliadau Adeiladau Di-fwg ac ati (Cymru) 2007. O dan y ddeddfwriaeth honno, mae'n drosedd i unrhyw un ysmygu ar unrhyw adeg ar gerbyd cyhoeddus.

Cewch ragor o fanylion yn y fersiwn llawn o ddogfen polisïau a dulliau gweithredu'r cyngor sydd i'w chael yn holl Swyddfeydd Cyngor Bro Morgannwg, yn eich ysgol ac ar wefan y Cyngor www.valeofglamorgan.gov.uk.