



VALE OF GLAMORGAN COUNCIL

PLANNING AND TRANSPORTATION DIVISION

HOME TO SCHOOL TRANSPORT

**“A framework for dealing with incidents on
Home to School Transport”**

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1. INTRODUCTION

Pupils or students travelling to school or college by service or contract vehicle using a pass supplied by the Council who misbehave, cause damage or injury either to the vehicle, driver or other passengers, may have their pass withdrawn, either temporarily or permanently by the Director of Environmental and Economic Regeneration. Once a pass has been withdrawn, the parents of the pupil(s) concerned will be responsible for ensuring pupil (s) attend school regardless of the grounds on which the pupil qualifies for transport.

Any pupils who are not entitled to free school transport but who pay a fare, will also be subjected to the same rules and the Council will do everything in their power to ensure compliance.

2. THE LEGISLATION

The Public Passenger Vehicles Act 1981 make provision for the following:

A driver must take reasonable precautions for the safety of passengers whom are either boarding or alighting the vehicle or who are already on board a vehicle.

A driver must:

- *by taking reasonable steps see that passengers comply with conduct regulations.*
- *remove from a public service vehicle any person infringing the regulations.*
- *require any passenger who he reasonably suspects of infringing the Regulations to give his name and address.*

The Public Passenger Vehicles Act 1981 also makes provision for passengers as follows:

A passenger on a public service vehicle must not:

- *Use any door for a purpose other than which is indicated by a notice unless the direction or authority of a driver.*
- *Endanger the safety of or cause discomfort to impede anyone who is travelling on the vehicle, or boarding or alighting from it.*
- *Endanger the safety of or cause discomfort to impede the driver, conductor or inspector or any employee who is working on the vehicle.*
- *Trail or throw anything from the vehicle.*
- *Smoke, carry lighted tobacco, lighted match or lighted cigarette lighter where by notice it is indicated that smoking is not permitted on the vehicle.*
- *Cause distraction by speaking to the driver while the vehicle is moving unless in emergency or to deal with matters of safety or to give directions in respect of stopping the vehicle.*
- *Distract the driver or obstruct his vision.*
- *When instructed by the driver conductor or inspector, stay on the vehicle where:*
 - *The vehicle is full*
 - *The passenger has caused a nuisance*
 - *The passenger's condition is offensive to other passengers*
 - *The passengers clothing is of such a condition that it might soil the clothing of others or the fittings of the vehicle*
 - *Use or play any noisy instrument which may cause annoyance to others on the vehicle*
 - *Deliberately interfere with the vehicle's fitted equipment.*

3. THE COUNCIL'S POSITION

The Council will investigate all complaints and action will always be taken against any offenders.

It is the Council's intention to investigate such complaints immediately and take any necessary action as soon as possible once the parent has been contacted.

All complaints will be investigated jointly by the school and the Vale of Glamorgan Planning and Transportation Division (Public Transport Unit) (and the operator if required) and both the school and the Council will have the responsibility to deal with such issues.

Attached is an incident / action register to demonstrate action to be taken. Also attached is a model incident report form and a schedule for issuing immediate ban along with a standard letter for issuing immediate bans, as and when they occur.

ACTION AGAINST INCIDENTS OF MISBEHAVIOUR

The following is a comprehensive list / schedule of actions to be taken against certain categories of misbehaviour.

Nature of incident	Risk	Recommended action
Bullying Verbal *note 1 Physical	<ul style="list-style-type: none"> ◆ Driver distraction ◆ Driver distraction ◆ Harm to other pupils 	1 st offence – letter 2 nd offence – Ban for 1 week 3 rd offence – Ban for 2 weeks 1 st offence – Ban for 1 week 2 nd offence – Ban for 2 weeks 3 rd offence – Ban for 1 month
Throwing items inside/outside vehicle *note 2	<ul style="list-style-type: none"> ◆ Damage to vehicle / others ◆ Driver distraction 	1 st Offence – Ban for 2 weeks 2 nd offence – Ban for a term 3 rd offence – Ban for a further term *Any further offences may result in permanent exclusion
Damage to vehicle *note 3	<ul style="list-style-type: none"> ◆ Criminal damage ◆ Driver distraction 	1 st offence - Ban for 2 weeks 2 nd Offence - Ban for 1 month 3 rd offence – Ban for a term * Recovery of costs (please refer to contract arrangements).
Threatening the driver/distracting the driver *note 4	<ul style="list-style-type: none"> ◆ Driver distraction ◆ Health/Safety ◆ Harm to bus users ◆ Harm to other road users ◆ Harm to driver 	1 st offence – Ban for 1 week 2 nd and 3 rd offence – to be considered on basis of behaviour.
Failure to comply with driver's instructions *note 5	<ul style="list-style-type: none"> ◆ Health/Safety ◆ Harm to bus users ◆ Harm to other road users ◆ Harm to driver 	1 st offence – letter 2 nd Offence - Ban for 1 week 3 rd offence – Ban for 1 month
Smoking *note 6	<ul style="list-style-type: none"> ◆ Safety / health 	1 st offence – letter 2 nd Offence - Ban for 1 week 3 rd offence – Ban for 1 month
Fraudulent Use of Pass *note 7	<ul style="list-style-type: none"> ◆ Capacity of bus ◆ Threat to Service 	1 st offence – letter 2 nd Offence - Ban for 1 week 3 rd offence – Ban for 1 month If caught, driver may refuse travel with immediate effect for the day in question.

Nature of incident	Risk	Recommended action
Dropping litter *note 8	<ul style="list-style-type: none"> ◆ Cleanliness of bus ◆ Possible safety of bus travel 	1 st offence – letter 2 nd offence – Further letter 3 rd offence – Ban for 1 week

Notes

1. Bullying refers to bullying of other pupils on the vehicle and may include verbal as well as physical.
2. This includes any item (excluding the dropping of litter) whether personal to the pupil, or the property of other pupils, or property of the bus operator. It also refers to items being thrown inside the bus and items being thrown from the bus (irrespective of damage caused).
3. Refers to any damage caused as a consequence of any incident ((please note that the cause of the damage will also attract action in its own right (if applicable))).
4. Can be both verbal and/or physical threat. Also includes driver distraction specifically aimed at the driver.
5. In the event of a pupil repeatedly failing to comply with the driver's instructions during any one journey, the Council has the discretion of moving to the 2nd or 3rd offence level immediately (this includes failure to comply with a contractor instruction e.g. rules and regulations governing travel).
6. If damage to vehicle is caused by smoking, please see 'damage to vehicle' category.
7. Includes providing passes to other pupils.
8. It is the responsibility of all pupils to not drop litter, and to remove all of their litter from the bus.

General Note

Any pupil not complying with the contract arrangements will be subject to further and separate action that may result in the exclusion of bus travel.

It is also the Council's intention to use the Anti-Social Behaviour Order procedure in instances of consistent and/or severe cases of misbehaviour.

In all cases, the Council reserves the right to use discretion to move to 2nd and 3rd offence level immediately, having regard to the nature of the incident.

VALE OF GLAMORGAN COUNCIL

BRO MORGANNWG
SCHOOL TRANSPORT/CLUDIANT YSGOL
COLLEGE TRANSPORT/CLUDIANT COLEG



INCIDENT REPORT FORM/FFURFLEN COFNODI DIGWYDDIAD

Rhif y Contract
Contract No.

Ysgol/Coleg a Wasaneithir
School/College Served

Enw'r Contractwr
Name of Contractor

Enw'r Gyrrwr
Name of Driver

Diddiad y Digwyddiad
Date of Incident

Amser y Digwyddiad
Time of Incident

Lleoliad
Location

Adroddiad byr o'r Digwyddiad
Short Report of Incident

Dylid hysbysu unrhyw ddigwyddiad o fewn 24 awr
Any incident should be reported within 24 hours

Nifer o deithwyr ar y Bws
No. of Passengers on Vehicle

Nodir pa gam a gymerwyd gan y dreifar
State what action taken by driver

Copi/Copy 1
Prifathro/Headteacher/Principal

Dyddiad/Date

Copi/Copy 2
Adran Thrafnidiaeth/Transport Department

Dyddiad/Date

Copi/Copy 3
I'w gadw/To be retained

Dyddiad/Date

Camau a gymerwyd
Actions taken

At ddefnydd Swyddfa yn unig
For Office use only

Llofnod
Signature

Dyddiad/Date

INSTANCE WHERE IMMEDIATE BANS ARE DUE NECESSARY

- ✓ Immediate bans can only be invoked by an officer of the Vale of Glamorgan Council whilst observing / travelling on the vehicle, or by the school on an afternoon journey. A contractor is not able to immediately ban a child without prior permission from the Council. (This does not include where a pupil does not have a pass and the contractor has not accepted that pupil onto the vehicle).
- ✓ Where an immediate ban is invoked, a standard letter will be completed by the officer and a copy given to the child and the contractor. The bus pass will be held by the Officer and passed to the school when notified for safe keeping until the ban expires.
- ✓ No individual is to be removed on the journey to or from school (once they have been accepted onto vehicle) and only can a bus pass be removed if considered necessary at the appropriate destination.
- ✓ Where the ban is undertaken on the journey to school, consideration may be given to providing an alternative form of transport for the journey home.

