



Oxbridge School Bus Policy

Oxbridge School regards the school buses as an extension of the school and we expect the same high standards of students using them as we expect at school.

Each bus has a Bus Monitor who monitors the students and ensures that behaviour is good and that students are safely seated. If there are any problems with the behaviour of a student on the bus then we will follow these guidelines:

- First time – a warning from the bus monitor.
- Second incident – a further warning and a report to the class teacher who will talk with the student, outlining the importance of good behaviour.
- Third time – a report to the class or form teacher, and to the Senior Teacher.
We would normally discuss the issue with parents at this point.

If problems persist, we will ask that the student doesn't use the bus service for a period of time, although we hope to avoid behaviour issues getting to this level. We would discuss concerns at this level with parents and work together to ensure appropriate behaviour from the student. Any unused bus fare would be non-refundable in this case.

If students do not respond appropriately to the bus monitor, the bus monitor will report this to the School Bus Coordinator. This will then be followed up by members of the school's leadership team.



The Role Of The Bus Monitor

Bus monitors should ensure all students are present on the School bus, and that students reach the school safely at the start of the day and are collected by their parents/guardians on their homeward journey.

All buses must have a bus monitor.

The bus monitor ensures that all the correct students leave school on the correct bus and always in a safe manner.

The bus monitor ensures that all students wear seatbelts and remain seated throughout the journey.

The bus monitor ensures that students are seated in the allocated seats.

The bus monitor carries a mobile telephone and will contact parents if there is any significant delay on either the outward or return journey.

The bus monitor will attempt to contact parents if a student is not waiting at the bus stop as expected, but the bus can only wait for up to two minutes before leaving, as we need to get students to school on time.

The bus monitor will ensure students get off the bus at the correct stop after checking the student pick-up card.



The bus monitor will ensure that students are dropped off calmly and safely.

The bus monitor must supervise students at all times and not leave students unattended. If there is an emergency, this must be communicated by phone.

Please note that primary children are only released from the care of the bus monitor into the supervision of a designated parent or adult. The bus monitor will immediately contact the parent or guardian where there is a problem with collection.

Bus Rules For Students

Students should be polite and respectful to the driver and bus monitor and follow all instructions given by them.

Students should remain seated for the whole journey in the allocated seat

Students should wear a seatbelt at all times. (Students must not play with the seatbelts or unfasten the seatbelts at any stage during the journey)

Students must store any bags etc in an appropriate place so that it will not move significantly when the bus moves.

Students should act responsibly and avoid doing anything that might distract the bus driver.



Students should avoid making too much noise by shouting or talking loudly.

Students should be polite to each other, the bus monitor, the driver, pedestrians and other road users.

Students should show respect for other people's property.

Students should not tamper with or damage any of the fixtures or fittings on the bus.

Students should arrive on time at the bus stop in the morning

Students should remember to take all their possessions with them when they leave the bus.

Students should keep the bus clean and tidy and remove all rubbish.

Students should not consume food or drink (other than water) on the bus.

Students should stand clear from the moving vehicles after alighting.

Students should board and alight from the school bus properly as directed by school staff and/or driver.