



TRANSPORT CODE OF CONDUCT 2022 - 2023

We know that most students behave well on College transport, but occasionally the behaviour of a few can make the journey unpleasant for everyone and can sometimes endanger passengers.

We have a **Code of Conduct** because we want everyone to stay safe and travel in comfort. If you follow the guidelines your journey to college will be safe and enjoyable.

To ensure that this happens we require all students to follow a few simple rules.

If you don't keep to the Code of Conduct your parents or carers will be informed and you may not be able to use College transport anymore – **if you lose your place on College transport how will you get to College?**

Bus pass - your **Student ID Card** is your pass onto the College mini buses.

Those travelling by Double Decker bus will be issued with a swipe card. These are for your use only and must always be carried if you want to use College transport. It needs to be shown every time you board a bus.

The bus companies have up to date lists of passengers and know exactly who should be on each bus.

If you lose your Student ID Card, you can purchase another one from the LRC.

If you lose your Swipe Card, you can purchase another from the Student Administration Office.

How to be a good passenger:

- Stay in your seat and keep your seat-belt on while the bus is moving - it is a legal requirement for you to have your seat-belt on where they are supplied
- Do as the driver asks at **all** times - Do **NOT** distract the bus driver, except in an emergency
- Treat the bus driver and other passengers with respect – we have a zero tolerance on bullying or disruptive behaviour
- If you see someone behaving badly or bullying others, report it to a member of staff at the College, the Student Administration Office or the bus driver
- Do not throw things either inside the bus or out through the windows
- Do not use lighters - **smoking** is against the law on buses
- Vaping is **banned** on all college transport
- Keep noise to a reasonable level – use of music speakers is not permitted – if you want to listen to music, please use personal headphones instead
- Do not film or take photos of other passengers without their permission; disciplinary action may be taken against you if you do
- Take all litter home with you – hot food is not permitted and all drinks must be in a container with a spill-proof lid – alcohol is not permitted
- Look after your possessions on the bus – bags should not be stored on seats and you may be asked to put your bags in the storage racks when travelling
- Do not use bad language – remember you are representing the College whilst travelling
- Do not carry real or replica weapons
- Do not damage the vehicle – if you do, you will be made to pay for the damage

PLEASE NOTE: All vehicles have CCTV fitted – footage will be used if it is deemed necessary



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Facemasks - Whilst most regulations linked to Covid19 have been relaxed, students may wish to continue to use facemasks / face coverings when travelling to and from the College. Should the regulations change, the College will inform you of what you need to do.

If you're late the bus won't wait!

- You are responsible for making sure you get to and from the bus stop safely and at least five minutes before the bus is due. Our buses are fitted with trackers so we know what time they arrive and leave each stop.
- You should plan with your parents or carers what to do in case you miss your bus.
- You must inform us of any changes to your mobile contact numbers as we may need to inform you about you about bus delays etc. please keep this information up to date throughout the year so we can keep in touch with you.
- If you no longer need to travel using our transport, it is your responsibility to let us know this.
- If there is extreme weather (e.g. flooding or snow) listen to the local radio stations and check the College website www.kmc.ac.uk for information regarding any College closure; we will also email you so please check your college email account for any key messages.
- If for any reason your transport cannot pick you up, you will be contacted by the College text tools system or the transport provider. (Please ensure Student Administration have your up to date contact details)
- Where possible you should try to find an alternative method of transport for this day – remember if your parents or carers take you to College, they will need to be prepared to collect you in the afternoon.

For more information about College transport please contact the Transport Team on 01305 215000. Alternatively you can drop into the Student Administration Office situated on the ground floor of the LRC.

Driving and Parking on Campus

If you intend to bring a car or motorbike onto campus, you will need to read and sign up to the Campus Parking and Vehicle Use Code of Conduct **before** you can bring your vehicle to College.

If you are found to have breached either of these Codes of Conduct, the College will investigate the incident and it could result in you being excluded from travelling on College transport or parking on the College campus. If this happens, you are still expected to maintain your attendance record in order to pass your course and it will be up to you to find suitable alternative transport.

Once parked, cars should not be moved around campus unless for the purpose of leaving the site.

Transporting Peer Students and Visitors in Motor Vehicles

It is advisable to have sufficient insurance in place if you intend to carry one or more passengers in your vehicle, especially when leaving the Campus. The College will not be liable for any damages or injuries if you choose to ignore this advice.

Kingston Maurward College will not accept any liability for loss or damage to vehicles or their contents howsoever caused, excepting loss or damage arising through proven negligence on the part of the College.