

# Kingston Maurward College

## Transport Code of Conduct



KINGSTON  
MAURWARD  
COLLEGE

All students sign up to and abide by a few simple rules in order to safely travel to and from College. If you don't follow these rules your parents / carers and tutors will be informed and you may not be allowed to continue to use College transport.

### **Bus Passes**

Your Student ID Card is your pass onto the College minibuses. Double-decker passengers will be issued with a separate pass. It must only be used by the individual's name stated on the card and must be shown to the bus drivers before boarding.

### **Bus Buddies**

Our 'Bus Buddy' scheme has the following aims:

- To provide a point of contact for students to report incidents
- To help make travelling on our transport a positive and stress-free experience
- Bus Buddies will be able to travel at a discounted rate for the duration of their contract.

**Did you know?**

**All our double-decker buses have CCTV to ensure the safety of our students!**

### **Rules to Follow:**

- Stay in your seat. It is a legal requirement to wear a seatbelt whilst the bus is moving.
- Do as the driver asks at all times
- Do not distract the driver, unless in an emergency
- Treat your fellow passengers and the driver with respect. We operate a zero-tolerance policy on bullying
- If you see another person bullying others or misbehaving, please report it to a Bus Buddy, the Student Admissions office or the bus driver in confidence
- Do not throw items
- Do not eat, drink or smoke (It is against the law to smoke on the buses).
- Do not use bad or offensive language
- Take all litter home with you
- Keep noise to a reasonable level
- Do not carry real or replica weapons
- Do not damage the vehicle. - You will be charged for any damage you make.
- Keep your possessions with you unless asked to put them in storage racks or underneath the bus for safekeeping.
- Animals are not permitted on any of our buses.

### **Your Responsibility:**

You must arrive at the bus stop five minutes before the bus is due to depart. You are responsible for ensuring you get to and from the bus stop safely.

Many of our buses are fitted with trackers so we know what time they arrive and leave each stop.

If you miss the bus you should make an alternative plan with your parents/ carers.

If there is extreme weather, e.g. flooding or snow, listen to local radio stations and check the College website for information regarding closures. A message will also be left on the Student Admissions answerphone.

If for any reason your bus cannot pick you up, you will be contacted by the College text message system.

Where possible you should try to find an alternative method of transport for that day - if your parents / carers take you to College they will need to be prepared to collect you in the afternoon.

**Remember:**  
We need your phone number to message you if your bus is late!

### **Driving and Parking on Campus**

If you intend to bring a car or motorbike onto campus, you will need to read and sign the Campus Parking and Vehicle Use Code of Conduct beforehand.

All students will be issued with zoned parking permits issued during enrolment.

Your vehicle must not be moved from the allocated parking area during the day, unless leaving the campus. Checks are carried out and penalties could apply. **The speed limit everywhere on campus is 20mph!**

### **Code of Conduct**

If you are found to have breached either Code of Conduct, the College will investigate the incident / s which could result in your exclusion from travelling on our transport or parking on campus. Should this occur, you will still be expected to maintain your attendance record in order to pass the course and should therefore find suitable alternative transport.

## **Equal Opportunities and you**

At Kingston Maurward College we believe that everyone, regardless of whether they are on or off College premises, has the right to be valued as individuals and have the equality of opportunity regardless of race, colour, nationality, ethnic origin, gender, disability, sexual orientation, religion or belief, marital status, or age, and that they will not be disadvantaged by any conditions or requirements that cannot be shown to be justified.

Some students may need additional support in order to pursue their course, and the College seeks to provide this wherever possible. We like to think that the students play an active role with the staff in supporting equal opportunities by treating everybody with respect and in reporting discriminatory behaviour. The College wishes to ensure it complies with the requirements of The Code of Practice for Further and Higher Education (Equality Act 2010).