

# CODE OF CONDUCT FOR COLLEGE TRANSPORT 2019 / 2020

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 sign up to and abide by 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. This 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 Student Services in the LRC. If you lose your Swipe Card you will need to purchase another from the Student Admissions 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
- Don't 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 Bus Buddy, member of staff at the College, Student Admissions Office or the bus driver
- Don't throw things
- Don't eat, drink or smoke (smoking is against the law for everyone on buses)
- Don't use bad language
- Take all litter home with you
- Keep noise to a reasonable level
- Don't carry real or replica weapons
- Don't damage the vehicle – if you do, you will be made to pay for the damage
- Look after your possessions on the bus – you may be asked to put your bags in the storage racks for safekeeping
- Let us know if you no longer require College transport so that we can take you off the passenger list. Failure to do so may result in you being charged for transport you did not use
- Inform us of any changes to contact numbers so we can contact you with regards to bus delays etc.

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**Please note: CCTV footage can and will be used if it is deemed necessary.**

## **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. Many of 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
- 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](http://www.kmc.ac.uk) for information regarding any College closure
- 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 Admissions 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
- You must let us know your mobile number and keep this information up to date throughout the year so we can keep in touch with you (this will be done when you complete your Travel Application Form during enrolment).

The College has a '**Bus Buddy**' scheme with the following aims:

- To provide a point of contact for students and drivers to report incidents
- To help make travelling on College transport a good and stress free experience
- To support vulnerable students

**Payments for the transport are to be made direct to the college via Standing Order.** You will be given details of how to do this on enrolment. **If payments become more than 1 month in arrears you will not be able to travel until the balance is brought up to date.**

For more information about College transport please contact the Transport Team on 01305 215032. Alternatively you can drop into the Student Admissions 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 the Campus Parking and Vehicle Use Code of Conduct **before** you can bring your vehicle to College. You will also need a permit from the Student Admissions office to display in your vehicle.

If you are found to have breached either of the 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. Should this occur, you are expected to maintain your attendance record in order to pass your course and must find suitable alternative transport.

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

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## **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 around 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.**

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**To confirm you have read and understood the Code of Conduct for College Transport and agree to abide by these rules – please tick the box on ProPortal.**