

40. TRANSPORT & TRAVEL

The school aims to encourage the use of sustainable transport for all journeys.

The school shares its entry and exit routes with Aylesbury College, the University Technical College, a Sure Start facility and a nursery. **It is therefore extremely busy during the morning (08:00-09:00) and afternoon (15:15-16:15) 'rush hours'.**

For this reason we request that:

**PARENTS/CARERS DO NOT DRIVE ONTO THE SITE
UNLESS THEY ARE VISITING
TO ATTEND AN EVENT OR MEETING.**

Temporary stopping or waiting on the access and exit roads can cause disruption to legitimate traffic flows and are a potential risk to pedestrians, particularly younger students.

During our 'rush hours' parents/carers driving onto the site also delay school buses entering or exiting.

Please consider all our students – do not drive onto the site.

There is a section on the Admissions Form, **Form 2**, covering travel arrangements, which we would be grateful if all parents/carers were to complete.

Walking

A number of students walk to school, which is served by safe and secure pathways, including a route from Aylesbury bus and train stations, via the Bourg Walk.

Cycling

A growing number of both students and staff choose to use their bikes for travelling to and from school. We have purpose built storage shelters within the school grounds to ensure the safety and security of cycles. Students must use this area and not the open cycle rack at the front of the school.

Students are responsible for securing their bicycle in the cycle shelters and the school will not accept liability for damage or loss unless it is a direct consequence of negligence by the school.

Transport to School by Bus (School Transport)

Transport may be in the form of contract buses picking up students at various points en route, or by the provision of a season ticket to cover the journey by public transport.

There are a number of exceptions and additions to the outline above and the Bucks County Council policy and appendices on School Transport can be read at the following location:

<http://www.buckscc.gov.uk/services/education/school-transport/>

The site above will also provide access to further information on:

- Free school transport
- Paid-for school transport
- Bus passes
- Bus stops
- Transport for 16-19 year olds
- School travel plans
- School transport policies
- School transport information.

Further enquiries can be made at:

- Telephone: 01296 387439
- <https://services.buckscc.gov.uk/school-admissions/transport>
- <http://www.buckscc.gov.uk/services/education/school-transport/paid-for-school-transport/>

Irrespective of the bus provider all students are expected to follow the behaviour guidelines noted below.

We strongly encourage and advise parents/carers to submit their application for home to school transport (to the appropriate provider) as early as possible to ensure a space is reserved.

Please note:

The school does not directly involve itself in providing or managing home to school transport arrangements.

Bucks County Council retain responsibility for all areas of Home to School Transport and the school is unable to make adjustments to the policy of space allocation or appeal on behalf of parents or students with respect to this service.

Temporary Bus Passes

The reception team at school are able to issue temporary bus passes to students who have lost their bus pass, and by agreement with operator, in those instances where a bus pass has been agreed but its delivery is awaited.

Temporary bus passes are not available for a student to use should they wish to travel to a friend's home.

Please note:

- **No student may travel without an authorised bus pass.**

Bus Disruption Web Page

Buckinghamshire County Council provide a web service to highlight school bus disruption on the home to school transport network. Where there are delays in the arrival of vehicles to school in the morning and returning students in the afternoon the transport operators will update the web page allowing all students and parents/carers to view information on any disruption to the service.

The web page is a useful tool in communicating any issues to students and their parents/carers during periods of snow over the winter and where breakdowns or traffic congestion impact on the normal timetable. To view the webpage please use the following link:

<http://closures.buckscc.gov.uk/TransportTrouble.aspx>

Private Bus Travel

A number of companies, e.g. Marshalls, operate private contracts direct between parents/carers and themselves. Where we have details of these arrangements we will communicate them, and make arrangements with the companies that they operate on the school site with regard to arrival and departure in a similar way to other operators. We cannot however, take any responsibility for the contract arrangements and fulfilment between the operator and parents/carers.

Behaviour expectations, as noted below, apply on private buses similar to those arranged by BucksCC.

Buses On Site

The school has a bus lane to accommodate the buses that enter the school site. In the morning 28+ buses/coaches use the bus lane to drop off students.

The same 28+ buses/coaches leave at the end of the school day from 3.40pm in stages, and students are requested to:

- Wait in the 'courtyard' area at the end of the school day.
- Do not presume a specific bus will arrive at a set time – *always be in the courtyard area prior to the first buses departing at 15:40.*
- Listen for bus arrival numbers which will be announced by a member of staff and also written on a white board outside the Staff Centre.
- Only enter the bus lane between 15:30-16:00 when their bus has been announced.

Members of staff are available to assist students to find the right bus, sort out problems and ensure the health and safety of all is maintained.

- Good behaviour whilst awaiting the bus is important for a student's safety and that of others.
- The school reserves the right to remove the facility to travel on school transport when a student misbehaves whilst awaiting the arrival of their bus. In this instance parents/carers will then be responsible for transporting them to/from school.

Behaviour On School Transport

Parents/Carers are requested to ensure that their child(ren) are aware of the following information. Misbehaviour on school transport may lead to temporary or permanent exclusion from use of home to school transport.

General Safety Measures

- **At the bus stop:** Whilst waiting at the bus stop children must wait until the bus has stopped completely before boarding. They must not surge forward towards the vehicle. On alighting from the bus in the morning, children should proceed directly into school; in the afternoon they should move away from the bus and, should wait for the bus to be clear of the area before intending to cross the road.
- **Use of main entrance only:** Children must board and alight only by the main entrance or exit of the vehicle.
- **Children must stay on the vehicle:** Once the children have boarded they must not leave the vehicle until they have reached their final destination.
- **Seat belts:** [these must be worn where available.](#)
- **Keeping a clear access:** Gangways and exits must not be obstructed and wherever possible children must stay seated throughout the journey.
- Children must not stand near the driver or the main entrance of the bus.
- **Distractions to driver:** Children must not distract the driver other than to attract his attention in an emergency.
- **Throwing or trailing of articles:** Trailing scarves or any other items from the bus is very dangerous and must not happen. Nothing should be thrown within or out of the bus.
- **Safety exits:** Children should be advised that there are emergency exits on all buses, and that these are marked both inside and outside by the words "EMERGENCY DOOR" or similar. It should be made clear that children must not misuse the emergency door handles or emergency hammers.

- **Passenger doors:** Power operated doors are fitted to buses and coaches. Control buttons are positioned on both the inside and outside of the vehicle as well as near the driver. These door controls must not be operated by the passengers, other than in an emergency.
- **Fire Extinguishers:** Fire extinguishers are provided on buses but should not be interfered with and are to be used only in an emergency and only once the vehicle has been evacuated.
- **Smoking:** Smoking on school transport is not allowed.
- **The vehicle's controls:** Passengers must not touch or tamper with any driving controls, especially the hand brake, steering wheel, gear stick, starter switch or any other equipment, including driver's ventilation controls.
- **Behaviour:** Children should behave in an orderly manner. Litter must not be dropped inside the bus and children should not play music, etc in a way that will cause distraction or nuisance to others. Parents are responsible for any damage caused to the vehicle by their children and will have to reimburse the operator accordingly.
- **Misbehaviour:** Where a child persistently and/or seriously misbehaves on a school bus then the Headteacher and/or Council and/or Private Operator reserves the right to withdraw the transport provision; parents of the child will have the responsibility for ensuring that the child gets to and from school.

Behaviour which is likely to significantly offend, or endanger, others includes:

- Serious damage to the vehicle.
- Actions which may constitute a health and safety risk.
- Assaults on others.
- Verbal abuse of other people including swearing, taunting, racist, sexist, homophobic comments, threatening behaviour
- Incitement of others to engage in misbehaviour.
- Making repeated malicious allegations of mistreatment requiring investigation.
- Serious misuse of a bus pass.
- Failure to comply with the reasonable instructions of the driver, passenger assistant, member of Amey Client Transport staff or school staff.

Transport to School by Car

In the event of your bringing or collecting your child to/from school by car, please ensure you do not drive onto or park within the site, in or near the bus bays or school entrance in the Oxford Road.

**We respectfully request that you do not drive
on to the school or college site between
08:00 – 09:00 or 15:15 – 16:15**

Should it be essential to collect your child from school by car, Churchill Avenue, the roads around Morrison's supermarket and the housing estate opposite school provide potential pick-up points.

Road Crossing

Students crossing the Oxford Road must use the underpass or 'toucan' crossing at all times. All children should be made aware of the fast bus/taxi lane that makes it dangerous to attempt a crossing of this busy main road by any other route.

Car Parking

Car parking spaces on the site are limited and a valid parking permit is required. These are issued separately by the school and the college for their own spaces. The car parks are patrolled for unauthorised parking and penalty notices, charging £40 initially are issued when appropriate.

Signage in all car parking areas indicates whether it is controlled by the school or college.

- Those belonging to the college are monitored on a 24 hour, 7 days a week basis.
- Those belonging to the school are monitored between 06:00-18:00, Monday-Friday.

When visiting the school during the school day you are requested to sign in at reception where your car details will be entered into an online system to permit parking for a set period. Letters home covering Parents Evenings, events, plays etc. will indicate parking arrangements.

Due to the limited parking space available no students may park on site.

Any student who ignores this will be sanctioned in line with the Behaviour for Learning Policy. Additionally they may be liable for a penalty notice issued by the contracted parking company. The current charge applied on receiving a notice is £40.